

Town Board Meeting

January 20, 2021

6:30 p.m.

Remote Meeting via www.zoom.com (id#: 889 1006 0798 password 621229)

Present: Supervisor Aaron, Councilor Tucker, Councilor McCormack, Councilor Alexander, Councilor Legg, Attorney Smith

Also, Present: Bridgett Winkelman, Sue Murphy, Miranda Robinson, Allan Wellington, Paula Powell, Jason Gabak (Skaneateles Press), Chris Buff, David Ketchum, Sherill Ketchum, Beth Battle, Lacy Leonardi.

Supervisor Aaron opened the January 20, 2021 meeting with the following statement:

“Today Joe Biden became our 46th President of the United States. I always get emotional watching anything patriotic, but the inauguration of the President is a whole new level of emotion that brings out great pride in our country and all that we fight for to uphold our democracy. This year was even more so for all we have been through over the last year. I hope and pray that President Biden is successful in healing and uniting our country and I wish the same for Vice President Harris the first woman and the first woman of color to hold that office. It’s about time!!!!

The success of President Biden in the many issues on top of COVID19 he will be facing will be the success of our country and we all hope and pray for that.”

Highway, Water, Transfer Station: Highway Superintendent Allan Wellington reported in the Highway Department the plows had been out 6 times since the last meeting and 41 times for the season, compared to 75 times at this time last year, cut brush along Town rights-of-way, patched bad spots in roads, and made truck repairs. They cleaned up several trees in the rights-of-way___0 that were removed by National Grid contactors, rebuilt the front blade push frame, and replaced radiator on the Caterpillar dozer and straightened an outflow ditch along. In the Water Department they finished the quarterly maintenance on the 4 pressure reducing valves, installed aa MXU on a new structure and Joe Dwyer participated on a webinar for leak detection. At the Transfer Station a container of steel was sent out, they shipped a truckload of baled cardboard and replaced railing boards in front of the C&D open top boxes.

Supervisor Aaron asked for recognition of J. Russel Masters, he passed away this week, and read the following:

“We are saddened to learn that on January 8th J. Russel Masters died. Russ was our elected Highway Superintendent from 1980 to the end of 1993. Russ was quite a character but so dedicated to the Town and to watching every penny that he spent.

In 1987 then Supervisor Charlie Major, reactivated the Landfill Committee and Bill Pavlus was named Chair. In 1988 Russ Masters was asked to take over additional responsibilities managing the Landfill and the recycling program. That year Russ asked the Board to approve purchasing a cardboard baler and July of that year our first load of cardboard was sold. I have to mention that

Penny Allyn who was on the Board at the time mentioned at that July meeting that the P & C should only use paper bags and now almost 33 years later that has finally now been required by the State. Russ was a big advocate of our recycling program and his work was the reason we were way ahead of what any other town in the county was doing. We actually made money then on recyclables, unlike now. In fact, he and Bill Pavlus started what they called a recycling “road show” that they took to many of our organizations in the community educating everyone on how to recycle. Russ went to Long Island to visit three recycling centers there. Auburn Cable came to our landfill to do a program on our recycling program, and Bill and Russ worked to sponsor a recycling poster making contest at the school and stores in the community displayed many of the posters until a winner was chosen. Many of you might remember that we had barrels housed in trailers where residents were asked to sort glass was by color, metal cans, plastics by number and newspapers and place them in the designated barrels. This was prior to building our recycling building. We owe so much to these two for working hard to institute the recycling program and enforcing it.

In 1993 we had to close and cap the landfill and that cost \$1.6 Million dollars with NYSDEC providing 40% of the cost. I remember so well that we were short paying for the closing, and no one wanted to borrow or bond for it when Russ came into Supervisor John Angyal’s office and presented to him that he had saved \$90,000 from his budget and that was enough to close the gap. I thought John was going to give Russ a big kiss.

Russ continued to work for the Town as Municipal Recycling Liaison from 1994 to 1998 still promoting recycling and doing the “road show”.

Russ was a good man and worked hard for the Town. Our sympathy goes out to his wife Marilyn and his family including daughter Michele and her family and son Joel and his family.”

Staff Engineer: Staff Engineer, Miranda Robinson reported on the Street Lighting Maintenance. She stated New York State Power Authority (NYPA) has a maintenance program that the Town could participate in. NYPA is asking the Town to sign a 2- year contract. Engineer Robinson would like to enter the contract for 1 year to start. To this point 3 lights had gone out within the past 4 months. This is indicative of what we would see through the year, so a possibility of 12 lights in a year.

Supervisor Aaron asked what would be causing the lights to go out? The LED streetlights where installed this year. Engineer Robinson stated the company that installed the lights had been delayed coming back to investigate the light outages due to COVID. These lights are still under their responsibility till we sign off on the project.

Councilor Alexander asked if the old lights went out that frequently. Supervisor Aaron said National Grid maintained the streetlights previously and we had no record of how many lights went out. Engineer Robinson stated the idea is the energy saving cost will pay for the maintenance.

Engineer Robinson stated if they contracted with a private contractor they would not have to agree to a two- year commitment but they would pay by the hourly/day charges.

Engineer Robinson stated she had discussions with the City of Syracuse as well as other municipalities that have purchased or replaced streetlights with LED, and the County to see if this could be a shared service.

Engineer Robison stated this is where they are to date and they will need to sign off on this project soon. The options right now are to use O'Connell Electric on a call out basis, go back to NYPA and ask for a 1-year contract or wait and see if the other municipalities or the County have any options.

Supervisor Aaron stated she would reach out to the County and see if they have any interest in any shared services. Engineer Robinson stated another option is to go out for a Request for Proposals (RFP).

Supervisor Aaron stated the Village Municipal Board was in favor of providing the maintenance, but the Village Board stated they did not have the staff to take this on. There is still some time and she would like to reach out to the Village of Skaneateles again, this would be the best option if they would agree to provide the maintenance.

Budget: Budget Officer Winkelman reported Town Tax Collector had made the tax payment in full to satisfy the Town's tax levy and made the Town whole. She and Bookkeeper to the Supervisor, Keri Fay had registered for the NYS Association of Towns annual meeting in February. They were continuing to prepare for the 2020 audit and preparing the 2020 w-2s and 1099s.

Minutes of January 4, 2021: On a motion of Councilor Legg, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board the minutes of January 4, 2021 were accepted as presented.

Transfer Station Brush Grinding and Removal Proposals: Highway Superintendent Wellington report he received 4 quotes for brush grinding and brush removal at the Transfer Station. The quotes were from Green Renewable, a company in Manchester New York, Zoldaz Construction, in Alden New York and DeMarco Nursery in Elbridge New York. The quote from DeMarco's was received today and he had not had time to compare their proposal to the others. He stated he would take the three proposals and have a comparison prepared for the next meeting. These proposals were exciting money saving options for the Transfer Station and he wanted to make the best recommendation.

Chase Design Contract – Parks Signage: Parks Manager Sue Murphy reported they were working with Chase Design to create new signage and logo for the parks. Supervisor Aaron stated Chase Design will be looking at all the signage in the Town and had donated over \$20,000 in professional services and design, but they would like the Town to sign a formal contract. Sue Murphy stated this was the same contract that was discussed at budget time and this would be to formalize the project.

Councilor Alexander stated this is a great asset to the Town to have cohesive signage and that working with Chase Design had been great. They are looking forward to having the signage throughout the Town redesigned.

Supervisor Aaron stated the contract is in the amount of \$19,250, but Chase Design had donated over \$20,000 in production and design work for this project and thanked Chase Design and their team.

Councilor Alexander stated Chase Design will present the designs to the board for their review and approval.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board authorized Supervisor Aaron to sign the contract with Chase Design for the final design development and completion of the Town's Park signage in the amount of \$19,250.

Proposed Fee Schedule: Supervisor Aaron stated they had received and reviewed the recommendations from the departments on the updated fees. She reviewed the list of fees. These fees were reviewed by all departments and presented to the Board at Budget time for 2021.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) the 2021 fee scheduled was approved.

*2021 list of fees attached.

Board of Assessment Review Vacancy: Supervisor Aaron announced that Board of Assessment Review member Joe Paduda had moved to New Hampshire, therefore he would need to be replaced. Supervisor Aaron thanked Joe Paduda for his service on the Board of Assessment Review and said he was a very good addition to the Board and would be missed.

On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board accepted the resignation of Joe Paduda for the Board of Assessment Review and agreed to advertise for a replacement. .

Delegate to the NYS Association of Town Annual Meeting: Supervisor Aaron reported to the Board the 2021 NYS Association of Town's Annual Conference in February will be held remotely this year. This is a great opportunity for everyone to participate at a lower cost to the Town. The annual business meeting will be during this conference and the delegates appointed by each Town will vote on the proposed resolutions.

On a motion of Councilor Tucker, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board, Janet L. Aaron, Town Supervisor was designated as the delegate, and Councilor Alexander was designated an alternate to attend the Annual Business Session of the Association of Towns in New York City to cast the vote of the Town of Skaneateles.

Request for Qualifications – Property Data Collections: Supervisor Aaron stated the Town is asking for requests of qualifications for a property data collection for parcels in the Town of Skaneateles.

Attorney Smith reviewed the following resolution:

**RESOLUTION
OF THE TOWN BOARD
OF THE TOWN OF SKANEATELES**

Request for Qualifications for Data Collection Services

January 20, 2021

WHEREAS, the Town of Skaneateles Town Board (the “Town Board”) desires to contract with an appraisal firm to provide data collection services in connection with preparing for a town-wide revaluation of real property tax assessments at a yet to be determined date in the future; and

WHEREAS, the Town Board has determined that the procurement of data collection services from a qualified appraisal firm is the necessary first step to this process and that it falls within the professional services exception to state and local procurement rules; and

WHEREAS, the Town Board desires to interview multiple candidates as part of its process for selecting an appraisal firm to conduct the proposed data collection project; and

WHEREAS, the Town Board desires to issue a request for qualifications from interested firms that desire to interview for the proposed data collection project; and

NOW, THEREFORE, BE IT RESOLVED, that the Board invites the submission of qualifications from appraisal firms that desire to conduct data collection services for the Town of Skaneateles in preparation for a real property tax revaluation and that all submissions shall conform to the following requirements:

1. All data collection is to be conducted in accordance with Volume 6 of the Assessor’s Manual published by ORPTS.
2. The contractor will provide a plan for conducting on-site inspections as defined by the Rules and the Guidelines for Cyclical Reassessment of all parcels to be valued within the scope of this project.
3. The collection of data on parcels must be conducted by a data collection crew to be hired and trained by the contractor.
4. The contractor shall specify its method of collection instrument (e.g., ORPTS property record card, hand-held data collection device or other technology).
5. The contractor shall be responsible for all notices sent to property owners prior to the commencement of data collection activities.
6. The contractor must describe all steps that will be taken to ensure data security in connection with the project.
7. The contractor shall describe how property data collected will be entered and stored in a digital format, as well as how quality control of the accuracy of said data shall be ensured.
8. The contractor shall describe its procedures for producing property description reports.
9. The contractor shall describe its procedures for obtaining all relevant photographs, drawings, maps, data, property descriptions and all other information necessary to complete the project.
10. The contractor is required to collect and verify the data for those parcels located throughout the municipality that have sold since a date to be determined by the parties.
11. The contractor shall provide referrals to clients from past data collection or revaluation projects.

12. The contractor shall provide an estimate of all costs expected to be incurred by the Town in connection with the project.

13. The contractor shall provide a summary of qualifications for each of the personnel at their firm who will be responsible for completing the project.

14. The contractor shall provide a timeline describing the amount of time that will be needed to complete the project, that identifies deadlines for the various steps involved.

BE IT FURTHER RESOLVED, that the Town Board directs the Town Clerk, Town Supervisor and Town Attorney to take all necessary steps to obtain statements of qualifications from qualified appraisal firms and to arrange for interviews to be conducted by the Town Board.

Attorney Smith reviewed the options of a Data Collection as compared to a full Town Revaluation.

The Board discussed the options and at this time and concluded data collection is the direction the Board would pursue. The resolution incorporates the items that would be need for both a Data Collection project as well as a full Town Revaluation.

Supervisor Aaron asked if this should be published the same as a request for proposals or bids. Attorney Smith stated it could be published but it should be sent directly to companies that provide this service. He stated he would send this Request for Quotes to the companies that provide this service.

The Board agreed to move forward with this Request for Qualifications for a Town Wide Data Collection.

On a motion of Councilor McCormack, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board, the Town Board directed the Town Clerk, Town Supervisor and Town Attorney to take all necessary steps to obtain statements of qualifications from qualified appraisal firms and to arrange for interviews to be conducted by the Town Board.

Announcements/Correspondence/Updates

▪ *Letter from John Kirch* : Supervisor Aaron announced a letter was received from a resident on Northwest Townline Road requesting to purchase Town property adjacent to the OCWA water tower. Engineer Robinson stated she had spoken to the Onondaga County Health Department and this is not allowed due to their regulations. She is waiting for an official response from the Health Department that could be given to Mr. Kirch.

▪ *December 23, 2020 – High Turbidity Event*: Supervisor Aaron stated this is the third turbidity event since November. The City of Syracuse is looking at making the main intake pipe deeper in the lake to help with turbidity levels.

▪ *Seneca Meadows Letter*: Supervisor Aaron stated the Town of Seneca Falls submitted a request of support for the closure of the Seneca Meadows Landfill and not to extend their contract after 2025. Seneca Meadows had applied to the NYS DEC for a renewal and expanded permit. She stated she is bringing this to the Board's attention to consider if they would like to send a letter in support to the Town of Seneca Falls.

▪ *The Town of Skaneateles is accepting applications for Public Maintenance Worker*: Supervisor Aaron announced a position for a Public Works Maintenance Worker had been budgeted for in

2021. This opening will need to be posted in every department and advertised in the Town's official newspaper, The Skaneateles Press.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board, the Town Board authorized the posting and advertising of the Public Maintenance Worker open position.

▪ *Seth Williams Letter – Request COVID Vaccination Site in Skaneateles:* Supervisor Aaron announced a letter was received from Seth Williams asking the Town Board to consider joining forces with the YMCA, the school and the Village and sponsor a COVID-19 vaccination site. Supervisor Aaron stated the NYS and Onondaga County Health Departments are doing all the scheduling for any COVID vaccinations. She wished the Town could help or facilitated it quicker for the residents, but it is scheduled with the NYS and Onondaga County Health Departments.

Public Comment: No one commented.

Budget Amendments – On a motion of Councilor Tucker, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board the following budget amendments were authorized from the following funds:

Budget Adjustment

\$ 3,775.00	Increase	013554.01.004.00	Assessor – C/E -
\$ 3,775.00	Decrease	013554.01.004.58	Assessor – C/E - Legal

Additional costs associated with Assessors - correct past budget amendments – Incorrect account Number.

\$ 8,300.00	Increase	080204.01.004.92	Planning – Comp Plan
\$ 8,300.00	Decrease	090558.01.008.00	Disability Insurance

Correct past budget amendments – Incorrect account.

General Fund

\$ 110.00	Increase	013401.01.001.00	Budget – P/S
\$ 110.00	Decrease	013404.01.004.00	Budget – C/E

Balance within department – support staff

\$ 2,680.00	Increase	013551.01.001.00	Assessments – P/S
\$ 2,680.00	Decrease	013554.01.004.00	Assessments – C/E

Additional expenses associated with assessor – COVID-19 payments.

\$ 13,900.00	Increase	014204.01.004.00	Attorney- C/E
\$ 375.00	Increase	016704.01.004.00	Central Print – C/E
\$ 50.00	Increase	051324.01.004.00	Garage – C/E
\$ 1,150.00	Increase	080204.01.004.92	Planning – C/E – Comp Plan
\$ 15,475.00	Decrease	090608.01.008.00	Medical Insurance

Cost of Bond, Schoeneck and King - provided to Town Board, Town Planning Committee

\$ 53,000.00	Increase	081604.01.004.00	Refuse/Garbage – C/E
\$ 2,000.00	Increase	081602.01.002.93	Refuse/Garbage – Equip – Reserve
\$ 12,000.00	Decrease	090108.01.008.00	State Retirement
\$ 15,000.00	Decrease	090608.01.008.00	Medical Insurance
\$ 28,000.00	Increase	003005.01.000.00	State Aid – Mortgage Tax

Costs associated with contracts – 2020, Support Reserve Transfer

Dated - December 27,2020

Processed - January 20, 2021

General Fund – cont.

\$ 10.00	Increase	085101.01.001.00	Community Beautification – P/S
\$ 10.00	Decrease	085104.01.004.00	Community Beautification – C/E

Balance within department – support staff

\$ 5,650.00	Increase	016202.01.002.93	Building Equip – Reserve
\$ 25,000.00	Increase	071102.01.002.93	Summer Equip - Reserve
\$ 30,650.00	Increase	003005.01.000.00	State Aid – Mortgage Tax

Transfer to support reserve transfer.

\$ 250.00	Increase	071401.01.001.00	Winter Rec – P/S
\$ 250.00	Decrease	071101.01.001.00	Summer Rec – P/S

Balance Personal Service lines – Between activities

\$ 56,800.00	Increase	051822.01.002.00	Street Light – Equip
\$ 25,600.00	Increase	075204.01.004.00	Historical Properties
\$ 82,400.00	Decrease	071101.01.001.00	Summer Rec – P/S

Costs associated with emergency repair to Sailor and Soldiers Monument, cost to buy out Street Lighting.

Part Town

\$ 7,200.00	Increase	080204.02.004.58	Planning - Legal
\$ 500.00	Increase	090308.02.008.00	Social Security
\$ 30.00	Increase	090458.02.008.00	Life Insurance
\$ 950.00	Increase	090608.02.008.00	Medical Insurance
\$ 8,680.00	Increase	002555.02.000.00	Building Permits

Cost of doing business – support for final comp plan.

Highway Town Wide

\$ 275.00	Increase	090458.03.008.00	Life Insurance
\$ 3,700.00	Increase	090608.03.008.00	Medical Insurance

\$ 3,975.00	Decrease	051421.03.001.55	Snow Removal – P/S
Balance Benefits			

Dated - December 27,2020
 Processed - January 20, 2021

Water Consolidated

\$ 5,000.00	Increase	083102.08.002.93	Water Admin – Equipment – Reserve
\$ 5,600.00	Increase	083104.08.004.00	Water Admin – C/E
\$ 5,000.00	Decrease	083104.08.004.59	Water Admin – Engineer
\$ 5,600.00	Decrease	083101.08.001.00	Water Admin – P/S
Support Reserve Transfer and balance expenses within water			

Abstract #20-26: On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers #20-1659 - #20-1725 were authorized from the following funds:

General Fund:	\$149,879.53	Highway:	\$ 35,427.14
Water:	\$ 25,260.04	Part Town:	\$ 23,057.10
Sewer	\$ 1,946.94	HWY Part Town	\$ 39,249.03
T&A	\$ 864.28		
TOTAL:	\$275,684.06		

Abstract #21-02: On a motion of Councilor McCormack, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board vouchers #21-0012-#21-0060 were authorized from the following funds:

General Fund:	\$ 151,187.98	Highway:	\$ 12,600.25
Water:	\$ 5,760.80	Part Town:	\$ 8,717.31
Highway PT	\$ 11,507.05	Fire District	\$164,838.50
T&A	\$ 248,046.08		
TOTAL:	\$603,569.56		

2020 Budget Encumbrances, Reserve Transfers: On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the following 2020 Encumbrances were approved:

ENCUMBERANCES 2020

General Fund

Summer Recreation – C/E - Fields	071104.01.004.51	\$ 15,000.00
Prepare to update Park Signage – project delayed due to pandemic.		

<u>Timeline</u>	<u>Vendor</u>	<u>Amount</u>
1 st Half 2021	T.B.D.	\$ 15,000.00
Reasonable – Per B. Winkelman		

Planned Studies - C/E	089894.01.004.00	\$ 35,000.00
Towns costs for Hamlet Project – working with the County – project delayed due to pandemic.		

<u>Timeline</u>	<u>Vendor</u>	<u>Amount</u>
1 st Half 2021	Onondaga County Planning Federation	\$ 35,000.00
Reasonable – Per B. Winkelman		

Annual Accounting of Financial Records: Supervisor Aaron explained that Town Law §123 requires that each town officer and employee who receive or disburse any moneys in the previous fiscal year shall account with the Town Board such monies by presenting their reports and certifying to the Board the amount they received during the 2020 fiscal year.

On a motion of Councilor Alexander , seconded by Councilor Tucker and with unanimous (5-0) of the Town Board the certified financial accountings of the Town Clerk, and Justice Court were accepted as presented.

Executive Session: On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 8:00 p.m. for Attorney Advice and property negotiations.

On a motion of Councilor Alexander, seconded by Councilor McCormack the meeting was returned to open session at 9:408 p.m.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 9:28 p.m.

Respectfully Submitted,

Julie A. Stenger
Town Clerk

Town Clerk – Miscellaneous

Copies	\$.25
Conservation Licenses	See DEC listing of fees
Dog Licenses	\$20.50 unspayed/unneutered \$7.50 spayed/neutered \$15.50 Senior – unspayed/unneutered \$ 2.50 Senior – spayed/neutered \$50.00 1 st seizure, within a year 2 nd seizure \$100
Duck Stamps	\$25.00
EZ Pass	\$25.00
Marriage License	\$40.00
Marriage Certified Transcript	\$10.00
Passports	\$110.00 plus \$35 Execution Fees – adult \$ 80.00 plus \$35 Execution Fees – under 16 \$110.00 mail in renewal – adult \$ 80.00 mail in renewal – under 16
Passport Card	\$30.00 first time adult plus \$35 execution fee \$30.00 adult mail in renewal \$15 first time under 16 plus \$35 execution fee \$15 mail renewal under 16 \$60 expedite fee
Return Check Fee	\$20.00

Transfer Station Fees

Residential per household	\$40.00- two vehicles same permit \$10.00 second permit
Business Permit	\$100.00 – two permits plus \$5.00 per bag garbage and recyclables, no charge for cardboard
Commercial Hauler	\$10.00 per residential customer, \$25.00 per business customer, \$5.00 per bag for business garbage and recyclables, no charge for cardboard
Tree or Lawn Service	\$300.00 two permits plus \$10.00 per load Additional permits \$50.00 each

Building/Planning/Zoning Fees 2021

Building Department

Fees - 2021

	Building Permit	\$1.00 SF for new construction
	General Construction	\$20 for first \$1000 + \$6 per additional \$1000 for renovations/additions
	Building permit renewal	20% of original
	Temporary Certificate of Occupancy	20% of permit cost
	Demo	\$50
	Driveway	\$100
	Excavation/Clear Cutting	\$50
	Fence Additional 5¢ New	\$50 + 5¢ foot
	Fire Safety Inspections	\$25
	Fireworks	\$300
	Junk yard	\$150
	Mining	\$150+\$2 per acre
	Signs	\$50
	Solar 12kw	\$50
	Solar over12kw	\$100
	Solid fuel burn	\$50
	Storage shed New	\$1.00 SF
	Swim pool in-ground	\$200
	Swim pool above	\$100
	Release of stop work order	\$100

Planning Department

Fees - 2021

	Site plan minor	\$200
	Site Plan Major - Plus Professional Fees	500*
	SPR extend 6 mo	\$100/200
	Special permit minor	\$200
	Special permit major -Plus Professional Fees	\$500*
	SP Extend 6 mo	\$100-250 *
	Subdivision minor - Plus Professional Fees	\$150 per lot + fees up to 4 lots *
	Subdivision major -Plus Professional Fees	\$500 +\$150 per lot *
	Lot Line Adjust	\$150
	Subdivision major - Final Plat Plan	\$250
	Amend	\$100
		* Plus Professional Fees

Zoning Board of Appeals

Fees - 2021

	Variance Area	\$200
	Variance Use	\$200
	Interpretation	\$200
	Amendment	\$100

Town Board

Fees - 2021

	Zone change/Amend	\$500
	Annexation	legal fees

2021 SCHEDULE OF FEES FOR USE OF PARK AREAS

Facilities Courts & Fields	Residents	Non-Residents	***Paid Instructor-Activities & Organizations
Austin Park Picnic Shelter			
	\$40.00 - 5 hours*	\$60.00 - 5 hours*	\$60.00 - 5 hours*
(horse shoe pits included with rental)	\$5/ea. Additional hr.	\$10/ea. Additional hr.	\$10/ea. Additional hr.
Austin Park Pavilion			
per Hour	\$65.00	\$75.00	\$75.00
per Day	\$650.00	\$750.00	\$750.00
Conservation Area Picnic Shelter	No Charge	No Charge	N/A
Tennis Courts (1-4)	\$5/per hour if reserved	\$10.00 per 1 hour/court	\$10.00 per 1 hour/court
***Lessons/League			
Basketball Courts (1-4)	\$5/per hour if reserved	\$10.00 per 1 hour/court	\$10.00 per 1 hour/court
***Lessons/League			
Pickelball Courts (1-4)	\$5/per hour if reserved	\$10.00 per 1 hour/court	\$10.00 per 1 hour/court
***Lessons/League			
Volleyball Courts (1 & 2)	\$5/per hour if reserved	\$10.00 per 1 hour/court	\$10.00 per 1 hour/court
***Lessons/League			
Baseball /Softball Fields (North, South, Sims, Jordan, Skan. Falls & Tee-Ball)	\$10/per hour if reserved	\$15.00 per 1 hour/field	Youth Lakeshore & Soccer Exempt
***Practice/Lessons/League			\$15.00 per 1 hour/field
Soccer Fields (Jordan North and South, Upper Austin)	\$10/per hour if reserved	\$15.00 per 1 hour/field	\$15.00 per 1 hour/field
***Practice/Lessons/League			
Terrace Field	\$10/per hour if reserved	\$15.00 per 1 hour/field	\$15.00 per 1 hour/field
***Practice/Lessons/League			
Ball Wall	\$10/per hour if reserved	\$15.00 per 1 hour	\$10.00 per 1 hour
***Practice/Lessons/League			
***Instructors / Coaches / Organizations/ Groups etc. must provide the Town of Skaneateles with proof of insurance naming the Town of Skaneateles as additional insured.			
Playday	\$240.00 (1st & 2nd child(ren) additional children \$100.00	\$340.00 (1st & 2nd child(ren) additional children \$175.00	
Waterfront	FREE with proof of residency	\$5.00 per person	
Mandana Parking Lot	FREE with proof of residency	\$10.00 per vehicle; \$20 vehicle and trailer	
Farmers Market			
Thursday only – 1 space:	\$110.00		
Thursday only – 2 spaces:	\$200.00		
Saturday only – 1 spaces:	\$110.00		
Saturday only – 2 spaces:	\$200.00		
Thursday & Saturday combined (1 space each market day) = 2 spaces total use:	\$200.00		
Thursday & Saturday combined (2 spaces each market day) = 4 spaces total use:	\$350.00		

2021 SCHEDULE OF FEES FOR WATER

Meters

¾ inch x 5/8 inch meter with radio	\$	350.00
¾ inch x 5/8 inch pit meter with radio	\$	365.00
1 inch meter with radio	\$	460.00
1 inch pit meter with radio	\$	500.00

Pits

5/8 inch x ¾ inch single meter pit	\$	1,000.00
1 inch single meter pit	\$	1,475.00

Installed Service Connections / Meter Pits INCLUDES METER, RADIO, MATERIALS, AND LABOR

Short Side ¾" with pit	\$	2,700.00
Short Side ¾" without pit	\$	1,890.00
Long Side ¾" with pit	\$	4,130.00
Long Side ¾" without pit	\$	3,320.00
Short Side 1" with pit	\$	3,390.00
Short Side 1" without pit	\$	2,190.00
Long Side 1" with pit	\$	4,900.00
Long Side 1" without pit	\$	3,700.00

*No double pits included

2021 SCHEDULE OF FEES FOR USE OF CEMETERY AREAS		
	Mottville	Shepard Settlement
Single Lot (3 1/3' X 10')		
Resident	\$700.00	\$700.00
Non - Resident	\$775.00	
Special Cremation		\$805.00
Resident	\$250.00	N/A
Non - Resident	\$300.00	N/A
Burial Plots (6 - 20X10)		
Resident	N/A	\$2,400.00
Non - Resident	N/A	\$2,760.00
Grave Openings*		
Adult Cont. - greater then 5'	\$700.00	\$700.00
Infant Cont. - Less then 3'	\$400.00	\$400.00
Cremation - remains and cont.	\$300.00	\$300.00
Installation and Repairs		
Minimum Charge	\$125.00	\$125.00
Small - Flat Gravestone	\$0.30 per surface square inch	\$0.30 per surface square inch
Med-Large Gravestone(12x32)	\$0.75 per surface square inch	\$0.75 per surface square inch
Large - larger then single lot	cost to be quoted	cost to be quoted
Corner Markers (4x4)		
	cost to be quoted	cost to be quoted
Gen. Repair / Cleaning		
	cost to be quoted	cost to be quoted
Additional Notes		
Single Lot (3 1/3' X 10')	1 -regular Burial / 2 - Cremations with I.D. flat stone or marker	
Pauper areas available	No homemade headstones or markers	
Grave Openings	Weekend Burials additional \$100.00 No Burials on Holidays	
* Costs of unearthing of burial will be quoted based on circumstances and requests.		

**RESOLUTION
OF THE TOWN BOARD
OF THE TOWN OF SKANEATELES**

Request for Qualifications for Data Collection Services

January 20, 2021

WHEREAS, the Town of Skaneateles Town Board (the “Town Board”) desires to contract with an appraisal firm to provide data collection services in connection with preparing for a town-wide revaluation of real property tax assessments at a yet to be determined date in the future; and

WHEREAS, the Town Board has determined that the procurement of data collection services from a qualified appraisal firm is the necessary first step to this process and that it falls within the professional services exception to state and local procurement rules; and

WHEREAS, the Town Board desires to interview multiple candidates as part of its process for selecting an appraisal firm to conduct the proposed data collection project; and

WHEREAS, the Town Board desires to issue a request for qualifications from interested firms that desire to interview for the proposed data collection project; and

NOW, THEREFORE, BE IT RESOLVED, that the Board invites the submission of qualifications from appraisal firms that desire to conduct data collection services for the Town of Skaneateles in preparation for a real property tax revaluation and that all submissions shall conform to the following requirements:

1. All data collection is to be conducted in accordance with Volume 6 of the Assessor’s Manual published by ORPTS.
2. The contractor will provide a plan for conducting on-site inspections as defined by the Rules and the Guidelines for Cyclical Reassessment of all parcels to be valued within the scope of this project.
3. The collection of data on parcels must be conducted by a data collection crew to be hired and trained by the contractor.
4. The contractor shall specify its method of collection instrument (e.g. ORPTS property record card, hand-held data collection device or other technology).
5. The contractor shall be responsible for all notices sent to property owners prior to the commencement of data collection activities.
6. The contractor must describe all steps that will be taken to ensure data security in connection with the project.

7. The contractor shall describe how property data collected will be entered and stored in a digital format, as well as how quality control of the accuracy of said data shall be ensured.

8. The contractor shall describe its procedures for producing property description reports.

9. The contractor shall describe its procedures for obtaining all relevant photographs, drawings, maps, data, property descriptions and all other information necessary to complete the project.

10. The contractor is required to collect and verify the data for those parcels located throughout the municipality that have sold since a date to be determined by the parties.

11. The contractor shall provide referrals to clients from past data collection or revaluation projects.

12. The contractor shall provide an estimate of all costs expected to be incurred by the Town in connection with the project.

13. The contractor shall provide a summary of qualifications for each of the personnel at their firm who will be responsible for completing the project.

14. The contractor shall provide a timeline describing the amount of time that will be needed to complete the project, that identifies deadlines for the various steps involved.

BE IT FURTHER RESOLVED, that the Town Board directs the Town Clerk, Town Supervisor and Town Attorney to take all necessary steps to obtain statements of qualifications from qualified appraisal firms and to arrange for interviews to be conducted by the Town Board.

The adoption of the foregoing Resolution was moved by McCormack, seconded by Councilor Legg, and duly put to vote, which resulted as follows:

Janet Aaron	Voting	Aye
Courtney Alexander	Voting	Aye
Chris Legg	Voting	Aye
Kevin McCormack	Voting	Aye
Mark Tucker	Voting	Aye

The resolution was thereupon declared duly adopted.