

Town Board Meeting

August 18, 2025

5:30 p.m.

Zoom Meeting ID: 818 0692 5873 Passcode: 518548

Present: Supervisor Legg, Councilor Tucker, Councilor Dove, Councilor Milne, Attorney Marquette.

5:30 p.m. Executive Session: On a motion, of Councilor Milne, seconded by Councilor Dove and with unanimous (4-0) affirmation of the Town Board the meeting was adjourned to Executive Session for attorney advice at 5:30 p.m.

On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board the meeting returned to open session at 6:30 p.m.

Also, Present (In Person): Dana Pickering, Scott Brothers, Gina Brothers, Kate Estes, Dave During, Karen During, Nancy Lowry, Robert Schoeneck, Eric Sell, Maxwell Krause.

Also, Present (via Zoom): Karen Barkdull, Jason Gabak (Skaneateles Press), Robert Herrmann, Miranda Robinson, Courtney Alexander, Keri Fey, Chris Buff, Bonnie Dudden, Gretchen Messer, Kathleen Dec.

Onondaga County Opportunity Fund Presentation – Rob Schoeneck & Nancy Lowry: Supervisor Legg introduced Rob Schoeneck and Nancy Lowry from the Onondaga County Industrial Development Agency.

Nancy Lowry began the presentation reviewing the programs the Industrial Development Agency (IDA) offers. They offer sales tax exemptions, mortgage recording tax savings, and payment-in-lieu-of-taxes (pilots) for qualifying projects, with a rigorous approval process and job creation requirements. The Industrial Development Agency was established in 1969 in New York State. IDAs support economic development in New York.

Robert Schoeneck continued the presentation and introduced the Onondaga County Opportunity Fund, a low-interest loan program providing up to \$100,000 for businesses outside Syracuse with 50 or fewer employees, with two recent approvals including Fisk Electric's warehouse project and Saving Face Barbershop's expansion.

They stated if anyone was interested in either of these programs people should contact the Onondaga County Office of Economic Development in Syracuse at 315-433-3770.

Department Reports

Highway: Supervisor Legg reviewed the report submitted by Highway Superintendent Dobrovosky and presented the report to the Board for their review. The report included a summary of road maintenance and announced that new employee Edward Rudd had started.

*Report attached

Planning and Zoning: Planning and Zoning Secretary Barkdull reviewed the report as submitted. She reported there were five applications for the Planning Board, and five open projects: Johnson, SUNN 1017, LLC, Winkelman, Foote and Lakelawn

Ms. Barkdull reported August has been a very busy month for the ZBA with seven applications on their agenda. It is anticipated that the Planning Board's agenda activity will be consistent with prior months.

*July Planning & Zoning Report attached.

Codes: Officer Herrmann reviewed the July Codes Office report. He stated there were 65 expired permits this month. He reviewed the fire inspections for the month of July. And stated Amy Dell had done a great job helping schedule the fire inspections.

*July Codes Report attached

Parks: Parks Manager Sue Murphy reported that Playday had finished, and it was a great season for the campers. The Clift Park swimming area is closed. This was the busiest summer she could remember at the waterfront, and we had more swimmers than ever on record. She stated both the lifeguards and the Playday counselors have done a wonderful job with the kids and the public in the heat. With the warm weather, the waterfront has been packed with swimmers every day. The Mandana Boat launch parking area would be staffed through Labor Day and the Farmer's Market would be going until October. She stated she and her staff are getting ready for Fall sports and getting the pavilion ready for the Fire Department's Labor Day Field Days.

The Board thanked Sue for all her hard work over the summer. This was one of the hottest and busiest summers on record.

Water: Supervisor Legg reported the water bacteria testing all came back negative. And the water department continued to do system maintenance.

Engineer: Town Engineer Robinson reported on the following:

- Completed the Grant Application through the consolidated funding application portal for the Salt Brine System. but working on the winter maintenance report, which needs to be completed and attached.
- The Water Department has done another fire flow test on West Genesee Street at the Hilltop for the new engineers on the Hilltop project.
- She reported that she, Frank Lessaogang and Seth Lincoln had attended training on water meters in Syracuse.
- Submitted the Clean Smart Communities documents for certification. This will open up more grant opportunities for the Town.

- New Electric UTV was delivered to the Transfer Station for the Conservation Area. It was tested and works great. This will be a great addition for the Conservation Committee to use for maintenance of the Conservation Areas.

Budget: Budget Officer Fey thanked the Board and the staff for all their support when she was out of the office. They are preparing for the 2026 budget.

Budget Office Fey proposed the following schedule for the 2026 Budget meetings with the Board:

September 8, 2025	3:30pm	October 6, 2025	3:30pm
September 15, 2025	3:30pm	October 20, 2025	3:30pm (if needed)
September 22, 2025	3:30pm	October 27, 2025	3:30pm (if needed)
September 29, 2025	3:30pm		

On a motion of Councilor Dove, seconded by Councilor Milne and with unanimous (4-0) affirmation of the Town Board the 2026 Town Board Budget Meetings were approved as presented.

Dog Control: Councilor Milne reviewed Dog Control Officer, Dave Wawro's report for July.
*Report attached

Fire Department: Councilor Dove reviewed the Skaneateles Fire Department July 2025 report.
*July Report attached.

Supervisor Legg and Councilor Dove announced the Fire Department was looking for volunteers for the Labor Day Field Days. Councilor Dove stated if anyone is interested in volunteering, please contact her or the Fire Department.

Supervisor Legg thanked the Fire Department for all the volunteer hours they work. The Skaneateles Fire Department is 100% volunteer, and he thanked all the community members that volunteer their time.

Skaneateles Fire Department representative Eric Sell thanked the Town for all their support for the Field Days. He asked the Board what the status of the Austin Arena would be for the Field Days. Supervisor Legg stated he would meet with Eric Sell this week at the Arena to look at the space.

7:00 p.m. Public Hearing "Town of Skaneateles Northern Hamlets Master Plan": Supervisor Legg stated the Town of Skaneateles started the Northern Hamlets Master Plan in 2018 with a grant received from Onondaga County. The Hamlet Committee, EDR and Sam Gordon had completed the Plan that was presented. They worked through community meetings and COVID. Stake holders and residents had a voice in this plan, and we are here tonight to present the final plan and hold a public hearing for comments from the public.

Supervisor Legg stated the Plan is only to advise the Boards, it is not binding and does not change the current Town zoning. Any code or zone changes would have their own legal process.

Supervisor Legg stated Onondaga County Planning had an incredibly positive response which stated:

“The Board commends the Town on its specific examination of the Northern Hamlets in the context of preserving and enhancing existing nodes/communities to create more livable, human-centered areas while promoting preservation of the rural, agrarian surroundings.”

Sam Gordon, Planner from EDR stated he and other planners from EDR, and the Town of Skaneateles Hamlet Committee had started this plan in 2018. The plan suffered a significant delay during COVID in 2020. He reviewed where the hamlets currently are located in the Town of Skaneateles and the community meetings and surveys they had collected.

Mr. Gordon stated the plan they had created incorporated the concerns of the community and the recommendations from the community were incorporated into the plan.

Mr. Gordon stated the Northern Hamlet Master Plan focused on the development and future planning of the hamlets, with an emphasis on preserving their small-town character while allowing for compatible growth. Key concerns included traffic safety, housing affordability, and maintaining the area's unique historical and natural features. The team conducted a build-out analysis to identify developable parcels and explored options for residential and commercial development, including adaptive reuse of vacant buildings. They also developed a future land use strategy and set goals to address community needs, such as improved infrastructure and support for local businesses.

Mr. Gordon discussed recommendations for protecting the historical character, affordability, and rural setting of the hamlets, including zoning adjustments for smaller lots and density bonuses for developments connecting to key roads. They proposed developing residential design guidelines and protecting agricultural land through conservation easements and agricultural districts. The town also considered defining commercial areas more explicitly in the zoning to limit development in residential zones and improving pedestrian infrastructure along Jordan Road. A future land use plan was presented, highlighting character areas, open spaces, and commercial zones, with illustrations of potential future developments and traffic improvements.

On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board, the Public Hearing for the Town of Skaneateles Northern Hamlets Master Plan was opened.

Supervisor Legg asked if anyone had wanted to speak for or against the plan as presented or had any other comments.

Scott Brothers, Mottville Road: Mr. Brothers stated his concerns about how the zoning would be managed with the recommendations in the Hamlet Plan. How to expand development and keep

the Hamlet atmosphere. Would there be the possibility for a community zoning group or committee that could be formed to look at any of the implementation of this Plan?

Mr. Brothers discussed the concept of Contextual Zoning in small towns, zoning that maintained the rural character of the hamlet. He stated he would be happy to be involved in the process of development of the plan when that happened.

Supervisor Legg reviewed some of the processes in the plan. The Town created stake holders' groups and a committee when the Shoreline Zoning Regulations were updated. He and the Board would be open to advisory committee when the time comes.

Mr. Brothers thanked the Board for the opportunity to talk and asked to be considered if an advisory board or committee was ever formed.

Karen During, Crow Hill Road: Ms. During questioned what the boundaries of the Hamlet are. She submitted a letter to the Board for review.

*letter attached

Ms. During read the letter and discussed a previous application submitted to the Town Board for a zone change and the process for that application and questioned the process of the Hamlet Plan and what the changes to the zoning would be.

Supervisor Legg explained that the Hamlet Plan is a guidance document that does not immediately change zoning laws but can influence future development decisions. They clarified the difference between the hamlet plan adoption and actual zoning changes, which required separate public hearings and formal notifications.

Ms. During expressed her concerns over boundary changes and smaller lots for development that would lead to more development.

The Board thanked Ms. During.

Dave During, Crow Hill Road: Mr. During made a comparison of the new development in Camillus and that is what development on half acre lots would look like. Is that what you want the character to be in the hamlets?

Supervisor Legg stated this document would give the Planning Board more opportunities to keep the development within the current character of the hamlets.

Supervisor Legg explained that the Hamlet Plan is a guidance document that does not immediately change zoning laws but can influence future development decisions.

The Town Board clarified the difference between the Hamlet Plan adoption and actual zoning changes, which require separate public hearings and formal notifications.

Karen During, Crow Hill Road: Ms. During expressed her concern that the residents of Mottville did not get notice of this public hearing and that this plan would change the zoning.

Supervisor Legg stated the Town Board is not changing the zoning, and the Hamlet Plan is only for guidance. There is a formal procedure to change any law in the Town of Skaneateles.

Dave During, Crow Hill Road: Does this plan not allow apartments or condominiums?

The Town Board explained this document is only for guidance. The Town zoning would still allow single and multi-unit housing with the proper permits.

Kate Estes, Church Street: Ms. Estes asked if this plan was only for the northern hamlets or any other hamlets in the Town.

Supervisor Legg answered there are only 3 Hamlets in the Town; Mottville, Skaneateles Falls and Mandana and Mandana was not part of this project.

Ms. Estes stated she felt the northern hamlets had always been looked at for change and development and the residents should have more say over the development. She stated she had no knowledge of this happening. She stated she loved the character of Mottville the way it is and did not want change.

Supervisor Legg explained this plan would help keep the character that Mottville has now. It would give guidance to the Town to help keep the character of the community.

Supervisor Legg stated he is always available for anyone to come and talk to him about this or any other topic of concern.

Chris Buff, Sheldon Road: Ms. Buff stated she appreciated everyone's work on the committee. She expressed her concerns about the potential zoning maps and what would happen to the character and affordability of the Mottville area if the hamlet boundary was expanded. She stated she and her family moved into a rural residential area, would that continue? These possible changes would change the character of the neighborhood. Special permits are granted now for businesses that are in violation and nothing is being done.

This plan should enhance the community character, not change the character of the community.

No more comments were made.

On a motion of Councilor Dove, seconded by Councilor Milne and with unanimous (4-0) affirmation of the Town Board, the Public Hearing for the Town of Skaneateles Northern Hamlets Master Plan was closed.

Attorney Marquette reviewed the following resolution:

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

Adopting Northern Hamlets Master Plan

WHEREAS, Pursuant to Town Law Section 272-a, the Town Board of the Town of Skaneateles (“Town Board”) established an advisory committee to assist with the development of a master plan to identify ways to protect the character of the communities of Skaneateles Falls and Mottville (the “Northern Hamlets”), while guiding unavoidable change resulting from the confluence of the area’s desirability, available vacant land, and increased development pressure; and

WHEREAS, the Town of Skaneateles (“Town”) Northern Hamlets advisory committee was comprised of ten members, consisting of residents and representatives from local organizations who represented a broad range of community perspectives; and

WHEREAS, the Northern Hamlets advisory committee provided initial feedback regarding issues and opportunities, guided outreach objectives, supplemented the data analysis conducted by the Town’s consultant Environmental Design and Research, Landscape Architecture, Engineering, & Environmental Services, D.P.C., and reviewed the development of the master plan; and

WHEREAS, following extensive community engagement and careful study, the attached Northern Hamlets Master Plan was prepared and recommended to the Town Board in accordance with State Law; and

WHEREAS, by resolution dated July 14, 2025, the Town Board preliminarily classified the proposed Northern Hamlets Master Plan as a Type I Action (the “Action”) under the State Environmental Quality Review Act (“SEQRA”) and declared its intent to serve as lead agency for purposes of a coordinated review under SEQRA; and

WHEREAS, the Town Board held a public hearing on August 18, 2025 to receive comments about the proposed Northern Hamlets Master Plan; and

WHEREAS, the Town Board has met its obligation to refer the proposed Northern Hamlets Master Plan to Onondaga County Planning for its review pursuant to General Municipal Law Section 239; and

WHEREAS, the Town Board also referred the proposed Northern Hamlets Master Plan to the Town of Skaneateles Planning Board for its review and report; and

WHEREAS, the Town Board desires to comply with the requirements of SEQRA and its implementing regulations set forth at 6 NYCRR Part 617, Section 239 of the General Municipal Law, and Section 272-a of the Town Law with respect to the proposed Northern Hamlets Master Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board confirms and adopts the following conclusions:

SEQRA

1. The Board hereby confirms its preliminary classification of the Action as a Type I Action under SEQRA.

2. The Board has compared the impacts that may reasonably be expected to result from the Action to the criteria for determining significance identified in Section 617.7(c)(1) of the Regulations and evaluated the issues of causation and significance in light of the standards under the same Section of the Regulations.

3. The Board has not identified any significant adverse environmental impacts associated with the Action and none are known to the Board. Based upon its review, and for the reasons set forth in the FEAF, the Board hereby determines that the Action will not have any significant adverse impacts on the environment and reaches the following further conclusions:

- (A) The Action will not result in: (i) substantial adverse change in existing air quality; ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production; or a substantial increase in potential for erosion, flooding, leaching or drainage problems; (ii) the removal or destruction of large quantities of vegetation or fauna; substantial interference with the movement of a resident or migratory fish or wildlife species; impacts on a significant habitat area; substantial adverse impacts on threatened or endangered species of animal or plant, or the habitat of such species; or (iii) other significant adverse impacts to natural resources;
- (B) The Action will not affect a critical environmental area as designated pursuant to 6 NYCRR § 617.14(g);
- (C) The Action will not conflict with the community's current plans or goals as officially approved or adopted;
- (D) The Action will not result in the impairment of the character or quality of important historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character;
- (E) The Action will not result in a major change in the use of either the quantity or type of energy;
- (F) The Action will not result in the creation of a hazard to human health;
- (G) The Action will not result in a substantial change in the use, or intensity of use, of land including architectural, open space or recreational resources, or in its capacity to support existing uses;

- (H) The Action will not result in encouraging or attracting of a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action;
- (I) The Action will not result in the creation of a material demand for other actions that would result in one or more of the above consequences;
- (J) The Action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment; and
- (K) The Action will not result in two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, but when considered cumulatively would meet one or more of the criteria in 6 NYCRR § 617.7(c).

4. The information available concerning the Action was sufficient for Board to make its determination.

5. The Board hereby approves and adopts the FEAF for the Action (Parts 1, 2, and 3), issues a Negative Declaration, and will not require the preparation of an environmental impact statement for the Action.

6. The Board hereby directs the Supervisor to execute the FEAF and to make any filing(s) and publication required by law related to this Negative Declaration.

BE IT FURTHER RESOLVED, that the Board hereby adopts the Northern Hamlets Master Plan; and

BE IT FURTHER RESOLVED, that the Board directs the Town Clerk to file the Northern Hamlets Master Plan in the office of the county planning agency no later than thirty days from the date of this resolution.

Negative Declaration SEQRA attached.

On a motion of Councilor Dove, seconded by Councilor Milne, the Northern Hamlet Master Plan was approved with the following vote:

Supervisor Legg	Aye	
Councilor Dove	Aye	
Councilor Tucker	Aye	
Councilor Milne	Aye	Carried (4-0)

Abstract #25-14: On a motion of Councilor Milne, seconded by Councilor Dove and with unanimous (4-0) affirmation of the Town Board vouchers were authorized from the following funds:

Abstract #25-14

General	\$ 62,947.77
Sewer	\$ 33.55
Part Town	\$ 4,038.84
HWY	\$ 12,797.00
HWY PT	\$ 1,808.30
Water	\$ 6,110.13
T&A	\$ 3,592.75

TOTAL \$ 91,328.34

Minutes of August 6, 2025: On a motion of Councilor Dove, seconded by Councilor Milne, and with a (4-0), affirmation of the Town Board, the minutes of August 6, 2025 were approved.

Water Meter Review – Engineer Robinson: Town Engineer Robinson announced she had received three options for new water meters from different vendors and explained the Town's decision to pursue a drive-by system instead of a gateway system due to cost considerations. She discussed the need to upgrade the Town's aging infrastructure, which is currently experiencing issues with batteries, registers, and radio functionality, and proposed applying for a grant to fund the approximately \$500,000 project.

Engineer Robinson stated she would like the Board to consider a resolution at the next Town Board meeting on September 8th to support the infrastructure upgrade and to be able to submit a grant application by September 12th, highlighting the potential for leak detection and improved water revenue management.

Acceptance of abandonment - surplus property along West Lake Road (Route 41A) from the NYS DOT for subsequent conveyance by the Town to Rapalski Family Trust: Supervisor Legg stated the Town Board was in receipt of a request from the State of New York Department of Transportation to acceptance of abandonment of surplus property along West Lake Road (Route 41A) from the NYS DOT for subsequent conveyance by the Town to Rapalski Family Trust.

This was initiated by the adjacent property owner who would like to purchase the property.

Attorney Marquette reviewed the following resolution:

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

**Accepting Abandonment of Surplus Property
by New York State Department of Transportation**

WHEREAS, the New York State Department of Transportation (“NYSDOT”) has deemed approximately 17,680 square feet of real property located along West Lake Road (Route 41A) south of the intersection with Benson Road in the Town of Skaneateles (the “Town”) to be surplus property (the “Surplus Property”); and

WHEREAS, the Surplus Property consists of a former Town road that is currently a vacant lawn; and

WHEREAS, the Town has determined that it is in the Town’s best interests to accept the abandonment of the Surplus Property from NYSDOT for subsequent sale by the Town; and

WHEREAS, the Town desires to comply with the requirements of the State Environmental Quality Review Act (“SEQRA”) and its implementing regulations set forth at 6 NYCRR Part 617 (the “Regulations”), with respect to the proposed abandonment of the Surplus Property.

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor and Town Attorney are hereby authorized to take such further and additional action as may be necessary for the Town to accept the abandonment of the Surplus Property from NYSDOT; and

BE IT FURTHER RESOLVED that the Town Board hereby classifies the proposed action as an “Unlisted” action for purposes of SEQRA; and

BE IT FURTHER RESOLVED that the Town Board hereby concludes that the proposed action will not result in any significant adverse environmental impacts and the preparation of an environmental impact statement shall therefore not be required.

On a motion of Councilor Milne, seconded by Councilor Tucker the resolution Accepting Abandonment of Surplus Property by New York State Department of Transportation was approved as presented with the following vote:

Supervisor Legg	Aye	
Councilor Dove	Aye	
Councilor Tucker	Aye	
Councilor Milne	Aye	Carried (4-0)

Town of Skaneateles Assessor Appointment: Supervisor Legg announced the Town of Skaneateles Assessor position would be up for reappointment on October 1, 2025.

The Board agreed to approve advertising for a Town Assessor. With applications due September 19, 2025.

On a motion of Councilor Dove, seconded by Councilor Milne and with unanimous (4-0) affirmation of the Town Board, the Town Board authorized the Town Clerk to advertise for the Town of Skaneateles Assessor position for a six-year appointment beginning October 1, 2025.

Town of Skaneateles Controlled Substances and Alcohol Testing Policy: Supervisor Legg stated the Board was in receipt of the updated Controlled Substances and Alcohol Testing Policy to be included in the Employee Handbook as per New York State regulations.

Clerk Stenger reported the policies had been submitted to the Teamsters Union for review and no comments were received.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board, the Town Board approved the Town of Skaneateles Controlled Substances and Alcohol Testing Policies to be added to the Town of Skaneateles Employee Handbook as presented.

Town of Skaneateles Planner Position: Supervisor Legg announced two letters of interest and resumes were received. The letters were from Gretchen Messer and current Planning Board Secretary Karen Barkdull. The Board agreed to schedule interviews with the two candidates.

Town of Skaneateles Sign Project Installation Amendment: Supervisor Legg stated the additional installation fees for the current phase of the Town of Skaneateles sign project would be \$12,001.50.

On a motion of Councilor Milne, seconded by Councilor Dove and with unanimous (4-0) affirmation of the Town Board, the Town Board approved installation of the additional signs for the Town of Skaneateles sign project for \$12,001.50.

Supervisor Legg stated the second half of the original payment for the Town of Skaneateles sign project was due. Councilor Dove received the final invoice for this phase of the project.

The total was \$38,458.66 and the balance due is \$19,229.33 which is due.

On a motion of Councilor Milne, seconded by Councilor Dove and with unanimous (4-0) affirmation of the Town Board, the Town Board approved amending abstract #25-14 to add Fastsigns invoice #597-25531 in the amount of \$19,229.33.

Announcements/Correspondence/Updates

Sugar Maple Lane Speed Reduction Request Approved for 25 MPH: Supervisor Legg announced the NYS DOT approved the request to lower the speed limit on Sugar Maple Lane to 25mph, and the Highway Department had installed the signs.

Skaneateles Fire Department Labor Day Field Days: Supervisor Legg announced the Skaneateles Fire Department field days would be held at the Austin Pavilion on Labor Day weekend, August 30th and 31st and they are looking for volunteers.

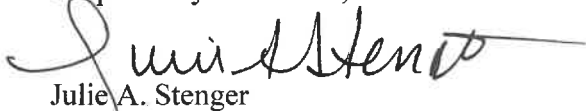
Conservation Committee Update: Supervisor Legg announced the Town had received delivery of the new EUTV for the Conservation Area. The Conservation Committee also worked with Chip Kissel to complete his Eagle Scout project.

Outreach Update: Councilor Milne reported the Outreach Office, and the Food Pantry survived the power outage at the Transportation Center. The freezers and the refrigerators held all the food with no damage.

Public Comment: No comments

On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,



Julie A. Stenger
Town Clerk