

Draft

**Town Board Meeting  
January 16, 2014  
7:00 p.m.**

**Present:** Supervisor Sennett, Councilor Greenfield, Councilor Murray, Councilor Brace, Councilor Howard, Attorney Taylor.

**Also Present:** Bill Pavlus, Sue Murphy, Joe Genco (Skaneateles Press), Jonathan Monfiletto (Skaneateles Journal), Joe Southern, Beth Battle, Allan Wellington, Mark Porter, Sherill Ketchum, David Ketchum, Fran Rotunno Fish, Julie Stenger, Bridgett Winkelman.

**Department Reports**

▪*Highway, Water, Transfer Station:* Allan Wellington reported that they plowed 12 times since the last meeting. They worked on a drainage problem on Crow Hill Road that was causing an ice build-up on the road. They also repaired a washed out area on Gully Road. In the Water Department they fixed a few frozen water meters and they capped the waterlines at the reservoir.

Supervisor Sennett complimented and thanked the crew of the Highway Department who had to deal with the ice buildup three different times on the coldest day of the year.

▪*Parks:* Sue Murphy reported she attended meetings with Councilor Murray and reviewed the upcoming park events with her. Davis Mechanical was at the Austin Pavilion now fixing the chiller before the girls hockey game. A number of playoff tournaments are scheduled in the upcoming weeks.

▪*Budget:* Bridgett Winkelman reported that she is working on year end closing. The first payroll for 2014 has been completed and she has received the first installment of tax money from the Tax Collector. She is also working on completing the W-2s and 1099s.

▪*Historian – Annual Report:* Beth Battle reviewed her annual report for the Board. The report included her trip to a statewide historian's conference in Saratoga and several meetings throughout Onondaga and Cayuga Counties. She wrote several historical articles and did several projects and programs including meeting with the decorator of the Krebs to provide information for a "history wall" they plan to include in the updated restaurant. She spoke at Mottville & Shepard Settlement cemeteries on Memorial Day and did a program at the Athenaeum on the history of dressmaking. She prepared several exhibits including the history of Shotwell Park and Christmas cards. She also prepared a temporary plaque of Iraq and Afghanistan Veterans for Memorial Day. She responded to 76 requests for information and taught 5 classes on local history. She said that future projects include doing a booklet on the "Tragic Tales of Skaneateles" and stories and information of men and women who served in the Korean War. Ms. Battle encouraged the Board to tour the Creamery that now has 10 boats and an interactive boat model. The Board thanked Ms. Battle for the report and the work she does.

**Minutes:** On a motion of Councilor Howard, seconded by Councilor Murray and with unanimous affirmation (5-0) of the Town Board the minutes of January 2, 2014 were accepted as presented.

**Finger Lakes SPCA Contract for 2014:** Supervisor Sennett said that the SPCA changed the original agreement to give Matt and Rose Olszewski 24x7 access. The Olszewskis were satisfied with the contract as changed.

Councilor Murray made the recommendation that in the future all money should go to the Finger Lakes SPCA.

On a motion of Councilor Greenfield, seconded by Councilor Brace and with unanimous affirmation (5-0) of the Town Board Supervisor Sennett was authorized to sign the contract with the Finger Lakes SPCA.

**Eliminate Data Collector Position with County Personnel:** Supervisor Sennett said that this position has been on the Civil Service Roster for a long time and yet the position has not been active with the Town for several years. Civil Service said eliminating the position would just require a resolution of the Town Board.

On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous affirmation (5-0) of the Town Board the position of Data Collector was eliminated.

**Add Minimum Fee of \$100 for Commercial Hauler Permits:** Supervisor Sennett said that Commercial Haulers are required to apply yearly for a permit and their fee is based on the number of residential, commercial and seasonal customers they have. Currently there is no minimum fee. Last year there was a commercial hauler who only had two residential customers and he paid less than a single resident pays for their permit. Requiring a minimum fee of \$100 would be the same as businesses have to pay for their permit.

Councilor Greenfield made a motion, seconded by Councilor Murray and with unanimous affirmation (5-0) of the Town Board to add a minimum fee of \$100 for the Commercial Hauler Permit fee.

**Authorize Supervisor to Sign the Annual Playday Program Assessment:** Supervisor Sennett explained that the Town receives funding from the State for our PlayDay program. Sue Murphy has completed the report showing the number participating in the program. The Assessment report requires the Supervisor's signature.

On a motion of Councilor Murray, seconded by Councilor Brace and with unanimous affirmation (5-0) of the Town Board, Supervisor Sennett was authorized to sign the Annual Playday Program Assessment.

**Ratification of Terms of Dennis Dundon's Contract:** Supervisor Sennett said at the last meeting the Town Board authorized entering into a contract with Dennis Dundon as Zoning Officer. The contract has now been written and reviewed by Attorney Taylor and Dennis Dundon.

Councilor Murray questioned if Mr. Dundon would obtain liability insurance. Supervisor Sennett said that they are working with Eastern Shore Insurance to obtain this insurance for Mr. Dundon.

On a motion of Councilor Greenfield, seconded by Councilor Howard and with unanimous affirmation (5-0) of the Town Board Supervisor Sennett was authorized to sign the contract with Dennis Dundon at \$25 per hour for him to provide zoning officer services to the Town.

**Authorize Supervisor to sign NYSDEC Boat Launch Contract:** Supervisor Sennett said that NYSDEC has many access sites to waterways all across NYS. The Town of Skaneateles is the only municipality that provides attendants at their launch. When NYS purchased this property for an access site, the residents of Skaneateles wanted the Town to have oversight. Over the years the Town has provided two attendants on weekends, holidays and special events during the boating season. One attendant stays by the road and the other at the parking lot and water. This contract is for another four years and provides yearly funding to offset the Town's cost in providing attendants. Another unique service that the Town has provided is picking up and disposing of the garbage at the NYSDEC boat launch. This year garbage receptacles will not be placed at the boat launch and like other places people will have to carry out anything that they carry in. Signage will be added.

Attorney Taylor said that the contract is still being discussed with the NYSDEC attorney and they still need to give their blessing to the new changes. Supervisor Sennett should be given authorization to sign the contract so that it can be submitted to NYSDEC for their approval.

Councilor Howard made a motion, seconded by Councilor Brace and with unanimous affirmation (5-0) of the Town Board Supervisor Sennett was authorized to sign the 4 year contract with NYSDEC to provide attendant services at the NYS Boat Launch located on Route 41 A in the Town of Skaneateles with reimbursement as follows: 2013/2014 \$3,900; 2014/2015 \$4,000; 2015/2016 \$4,100; and 2016/2017 \$4,200.

**Authorization to Establish Engineering Advisory Committee:** Supervisor Sennett said that at the last meeting she discussed with the Board her recommendation to establish an Engineering Advisory Committee. She already has a couple of people who are interested in serving and encourages the Board to bring forward names of anyone they believe would be a good addition to this committee. Supervisor Sennett said she would formally like the Board to consider establishing this committee.

Councilor Brace said she believes this committee will foster better information for the decisions the Town Board will make and made a motion, seconded by Councilor Howard and with unanimous affirmation (5-0) of the Town Board to establish an Engineering Advisory Committee.

**Jordan Road Bridge Replacement:** Mark Porter, Property Rights Specialist with R.K. Hite & Co., Inc., said that Onondaga County hired his company to assist with the acquisition of real property rights needed for the replacement of the bridge located in Skaneateles Falls on Jordan Road.

Mr. Porter explained that the County will need to acquire temporary easements on all four corners of the bridge so that the County has enough area to work in order to replace the road bridge. Since this is a Federal Aide Project, very specific steps have to be taken in accordance with the easement acquisition procedure. Mr. Porter submitted a book outlining the procedure that will be followed when all four property owners are contacted. Each property owner is entitled to compensation. While the County can't solicit donations he said that typically municipalities waive compensation/fees between municipalities. Private owners will be

entitled to compensation but it will not be a great amount. First an appraisal will need to be done in order to place a value on the easement. A purchase agreement is prepared and then a simple closing is held and everything is filed with the County Clerk. If a property owner decides not to be compensated then no appraisal would be done and a simple agreement is prepared to obtain the temporary access. The property would be returned to the same condition it was before the project was started.

Supervisor Sennett asked what the timing was for all of this. Mr. Porter said he believes that the final design will be done by March 2014. Approvals should be by late spring or early summer. He said this is a rough guess. The County is at the mercy of US Department of Transportation, NYS Department of Transportation and the Federal Highway Administration. He said this meeting is purely informational.

Councilor Howard asked about the right of way easement with the railroad bridge. Mr. Porter said that the railroad bridge is within the easement of the road bridge and will impact the replacement of that bridge. The County wanted to remove the railroad bridge so that the highway bridge could be easily accessed. He said that the previous Town Board agreed to this but that it is not being reviewed. He said this will need to be worked out between the Town and the County.

Supervisor Sennett requested that Mr. Porter email additional information to the Town Clerk so that it could be shared with the Town Board. The Town Board thanked Mr. Porter for his presentation.

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

▪*Overview of NYS Assoc. of Towns Training For Newly Elected Officials in Rochester:* Councilor Howard gave thanks for being allowed to attend the NYS Association of Towns training of newly elected officials in Rochester with Supervisor Sennett and Councilor Brace. They attended two long days of training that included accounting responsibilities, personnel issues, a Town Board toolkit of legalities, bid responsibilities, fiscal accountability and ethics. She said that they had very good speakers and they learned a lot.

▪*Update on Equipment at Y:* Councilor Murray said that according to the courts stipulation of order the Y must give the Town an opportunity to take back equipment they no longer need that was purchased by the Town. She said she and Sue Murphy and Gene Laforte met with Dorothea Hughes who said that the equipment was in very poor condition or they would not be giving it away. The sofa did not even have cushions. Councilor Murray said they would be taking the exercise equipment to get money for the metal and they would be picking up the equipment next week.

▪*Update on Meeting with Skaneateles Methodist Church:* Councilor Murray said that she and Supervisor Sennett and Sue Murphy met with the Mr. & Mrs. Rossi and Dede Washington to discuss the Methodist Church Antique Show event at the Austin Pavilion. They plan to meet again the second week in April and she anticipates that many of their concerns will be taken care of so that the event can continue at the Austin Pavilion.

▪*Overview of Meeting on January 11<sup>th</sup> with Town Board, Planning Board Zoning Board of Appeals:* Councilor Brace said that on Saturday, January 11<sup>th</sup>, there was a great turnout of members of the Town Board, Planning Board and Zoning Board of Appeals. All members of the Town Board attended and only a few members weren't there from the Planning Board and

Zoning Board. The goal was to understand the zoning process, make improvements, and increase communication. She said she wants the Planning and Zoning Boards to incorporate the Comprehensive Plan in their decisions and there was a lot of conversation on this. She said she believes everyone is on the same page. Representatives from the Planning Board and Zoning Board meet once a month and she said in the future she and Councilor Howard will also try to attend. These meetings are purely discussion and no action is taken. Some of the discussion includes how the public could be better informed. She said there is a lot of pressure put on the Boards by developers and time is money, but that the Boards have to take their time to do careful review.

She said that the Comprehensive Plan Review Committee is working diligently honing in on the text, goals and actions. This is very time consuming to come to a consensus and conclusion. They will be meeting weekly during January and February to get through all text and then to forward it to the Town and Village Boards. At that point discussion groups will be formed that will include CPCS, the Chamber of Commerce, the Lake Association, Skaneateles School and so forth, in order for them to understand and comment. Informational sessions will then be held with the general public. She said that Doug Sutherland represents the Village and that this is a great Committee with members who have great experience and intellect.

▪*Overview of Water Meeting on January 14<sup>th</sup> with Village:* Councilor Greenfield said that it was a good meeting that included the Town and Village engineers who came to the same conclusion on what needed to be fixed in the water system. They will be looking at what grant money might be available.

Councilor Brace said that she understood that the Village was proceeding to replace the waterline on East Street that will benefit Town water customers north of East Lake Road as well. She said that it was agreed another water tower is needed on the west side. Councilor Greenfield said that this was correct and that the engineers will draft a response to the Town, Village and County.

▪*Letter from Village – Consider Relocating Town Offices to Village Fennell Street Site:* Supervisor Sennett read the letter from Mayor Hubbard inviting the Town to consider moving the Town Hall departments to the space still available at the Village Office and Police Department offices on Fennell Street. The letter stated that the Village could subdivide its property and deed the parcel on which the truck bays are located so that the Town would own that portion of the property. The Village would only ask for an easement to maintain their solar panels on the roof above the truck bays. Supervisor Sennett said that reporter Charley Hannigan from the Post Standard interviewed her regarding this and asked her if she knew about this previously. Supervisor Sennett said she only found out about this last week before the letter was submitted but did not know about it before then. She said she believes this is a wonderful opportunity. The current Town Hall has challenges for people finding parking during the summer.

Councilor Brace said that accessibility would be better because it would just be on one floor and parking would be better. She said she did not know about this either until last week. She said there is a lot of inefficient space in the current Town Hall and that this building could be returned to the tax rolls and used for retail. It is something to strongly consider and that there is no way to know if it is a possibility without doing an assessment of the needs. She would recommended hiring a consultant or volunteer to look at the possible choices.

Councilor Murray said this was looked at before and it did not work out which was too bad. Councilor Brace asked if the Town did a space needs assessment. Bridget Winkelman said yes and that we have that information.

Councilor Brace said that the efficient operation of lighting and heating at Town Hall is another piece to be considered in the feasibility analysis.

Councilor Howard said that she sat in on a Court session and safety meeting and the Town Hall is not a safe and secure building. Councilor Brace said before we invest money into the building safety needs, we need to look at the lifespan of this building and other options.

Councilor Murray said she has been thinking of other options for Town Hall for some time.

Supervisor Sennett said having also been on the Village Board she knows that people get confused where to go. Residents go to the Village Office for Transfer Station permits and to the Town Hall for parking tickets. She said that the first step is to encourage residents to get in touch and let us know what they think about this proposal. She is looking for public input.

Bill Pavlus said he thought moving to the Village building would be a big mistake and submitted a page of comments outlining his concerns which included maintenance costs for a flat roof building. He thought that the Town Board should look at the Village building first before they say it is a wonderful offer.

Supervisor Sennett said that this is just a proposal and the Board will need to do an assessment and receive public comment.

▪*Cornell Cooperative Extension – Watershed Newsletter:* Supervisor Sennett said that the newsletter explains that the foam on the lake is due to surfactants – compounds that lower water's surface tension, allowing wind or other disturbances to trap air bubbles in the water, causing foaming. It is a result of natural processes. The newsletter also highlighted Councilor Greenfield's waterway project on their property which commended him for following best management practices to reduce runoff. The newsletter will be on the Town's website.

▪*Dept. of Ag & Markets – Dog Control Officer Inspection Report:* Supervisor Sennett reported that the annual inspection report of the Animal Control equipment and procedures showed everything was in order.

**Audit of Town Books:** Supervisor Sennett noted that the financial records of the Town Clerk and Town Justice Court were being presented to the Town Board with certifications from the Town Clerk and Town Justices on the revenues received in 2013. The Town Board reviewed the records and signed each report showing that they had been given an opportunity to review. Since the Town Board has an outside Auditor do an audit of the Town's records the audit of the Town books was not required but was done for informational purposes.

**Budget Amendments/Adjustments:** On a motion of Councilor Murray seconded by Councilor Greenfield and with unanimous affirmation (5-0) of the Town Board the following budget amendments and adjustments were authorized:



Budget AmendmentsGeneral Fund

\$ 50.00	Increase	010104.01.004.00	Town Board – C/E
\$ 50.00	Decrease	010104.01.004.40	Town Board – C/E - Newsletter
Cost of doing business			
\$ 10.00	Increase	011104.01.004.00	Justices – C/E
\$ 10.00	Decrease	011104.01.004.67	Justices – C/E - Training
Cost of doing business			
\$ 375.00	Increase	013304.01.004.00	Tax Collector – C/E
\$ 375.00	Increase	001081.01.000.00	Other Payments in Lieu of Taxes
Cost of doing business			
\$ 2,000.00	Increase	016802.01.002.00	Central Data Processing – C/E
\$ 6,700.00	Increase	014604.01.004.00	Records Management
\$ 8,700.00	Decrease	016704.01.004.00	Central Print/ Print – C/E
Cost of doing business			
\$ 175.00	Increase	035104.01.004.00	Animal Control – C/E
\$ 175.00	Decrease	035102.01.002.00	Animal Control – Equipment
Cost of doing business			
\$ 60.00	Increase	070204.01.004.85	Parks Admin – C/E - Telephone
\$ 565.00	Increase	071401.01.001.00	Winter Parks – P/S
\$ 625.00	Decrease	071101.01.001.00	Summer Parks – P/S
Cost of doing business			
\$ 600.00	Increase	081602.01.002.00	Refuse / Garbage - Equip
\$ 1,500.00	Increase	081604.01.004.64	Refuse / Garbage – C/E – Post Closure
Monitoring			
\$ 18,000.00	Increase	081604.01.004.00	Refuse/ Garbage – C/E
\$ 20,100.00	Decrease	019904.01.004.00	Contingency
Cost of Final Statement Hauling, Cost of equipment ordered prior to year end			
\$ 415.00	Increase	090308.01.008.00	Social Security
\$ 400.00	Increase	090558.01.008.00	Disability Insurance
\$ 230.00	Increase	090898.01.008.00	Other Employee Benefits
\$ 1,045.00	Decrease	090508.01.008.00	Unemployment Insurance
Cost of doing business			

Parttown

\$ 525.00	Increase	080101.02.001.00	Zoning – P/S
\$ 40.00	Increase	080204.02.004.00	Planning – C/E
\$ 1,345.00	Increase	080204.02.004.59	Planning – C/E - Engineering
\$ 20.00	Increase	080204.02.004.65	Planning – C/E - Advertising
\$ 45.00	Increase	090308.02.008.00	Social Security
\$ 1,975.00	Increase	002555.02.000.00	Building and Alter. – C/E

## Cost of doing business

### Highway Town Wide

\$ 55,350.00	Increase	051204.03.004.00	Bridges – C/E
\$ 12, 000.00	Decrease	051421.03.001.00	Snow Removal – P/S
\$ 14,000.00	Decrease	051421.03.001.55	Snow Removal – Repair
\$ 15,000.00	Decrease	097306.03.006.35	BAN - Payment
\$ 6,000.00	Decrease	097307.03.007.35	BAN – Interest
\$ 8, 350.00	Decrease	051424.03.004.00	Snow Removal – C/E
Cost associated with Culvert Bridge			

### Highway Parttown

\$ 1,250.00	Increase	051101.04.001.00	General Repairs – P/S
\$ 1,250.00	Decrease	051101.04.001.00	General Repairs – P/S - Repairs
Balance between P/S activities			

### EW1 – Water Consolidated

\$ 12,000.00	Increase	083204.08.004.00	Source of Supply – C/E
\$ 12,000.00	Decrease	083104.08.004.00	Water Admin. – C/E
Additional Costs associated with source			

\$ 2.00	Increase	090558.08.008.00	Disability Insurance
\$ 2.00	Decrease	083104.08.004.00	Water Admin. – C/E
Cost associated with Disability Insurance			

\$ 53,000.00	Increase	083104.08.004.59	Water Admin – C/E – Engineering
\$ 53,000.00	Increase	008309.08.000.00	State Aid – Other
Funding from Grant – Water Tower Re - piping			

**2013 Encumbrances/Accruals:** Supervisor Sennett asked Bridgett Winkelman to explain encumbrances and accruals:

Ms. Winkelman said that accruals are expenditures for items that were purchased in the 2013 budget year and this is a tool to preserve these funds until the invoices are received in 2014. Encumbrances are for services and expenditures that were budgeted in 2013 but will not be purchased or provided until 2014. Again, the amount budgeted is preserved from the 2013 budget to be paid in 2014.

On a motion by Councilor Greenfield, seconded by Councilor Murray and with unanimous affirmation (5-0) of the Town Board, the following Accruals and Encumbrances were authorized:

### **ACCRUALS 2013**

#### **General Fund**

Justice – C/E	011104.01.004.00	\$ 1,748.00
Anticipated Supply invoice – December Stmt		
<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>



1 <sup>st</sup> Quarter 2014	Staples	\$ 1, 748.00
Reasonable – Per B. Winkelman		

Budget – C/E	013404.01.004.00	\$ 1,260.00
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Anticipated Supply invoice – December Stmt

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Quarter 2014	Staples	\$ 1,260.00

Reasonable – Per B. Winkelman

Refuse/ Garbage – Equip. -	081602.01.002.00	\$ 3,423.00
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Bobcat Bucket, Hydraulic for compactor

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Quarter 2014	Mullen	\$ 875.00
1 <sup>st</sup> Quarter 2014	Bobcat	\$2,548.00

Reasonable – Per B. Winkelman

### **ENCUMBERANCES 2013**

#### **General Fund**

Refuse/ Garbage – C/E -	081604.01.004.64	\$ 10,500.00
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Post Closure Monitoring - 2013

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Quarter 2014	C & S Engineering	\$ 10,500.00

Reasonable – Per B. Winkelman

Records Management – C/E	014604.01.004.00	\$ 6,700.00
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Complete records Management Grant – 2013

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2014	Biel's	\$ 6,700.00

Reasonable – Per B. Winkelman

**Abstract #13-26:** On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous affirmation (5-0) of the Town Board voucher #13-1693 to voucher #13-1764 were approved from the following funds:

General Fund:	\$140,862.74	Part Town:	\$18,893.19
Highway:	\$121,289.89	Highway P/T	\$21,902.09
Water:	\$ 26,122.04	Water #5:	\$ 179.58
T & A:	\$ 4,591.46		

Total: \$333,840.99

**Abstract #14-02:** On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous affirmation (5-0) of the Town Board voucher #14-0012 to #14-0047 were approved from the following funds:

General Fund:	\$73,246.60	Part Town:	\$ 8,267.88
Highway:	\$13,283.91	Highway P/T:	\$ 6,258.00

Water:	\$ 6,388.74	Sewer #6:	\$ 326.10
T & A:	\$238,682.51		

Total: \$346,453.73

**Website:** David Ketchum said that he sent an email from the Town's website to Allan Wellington at the Highway Department but that it bounced back. Janet Aaron said she would check on it to find out what the problem was.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Janet L. Aaron  
Town Clerk