

*Draft*

**Town Board Meeting  
February 20, 2014  
7:00 p.m.**

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

**Also Present:** Bill Pavlus, Allan Wellington, Bridgett Winkelman, Sue Murphy, Joe Genco (Skaneateles Press), Jonathan Monfiletto (Skaneateles Journal).

**Department Reports**

▪*Highway, Water, Transfer Station:* Allan Wellington reported that the plow trucks have been out 24 times since the last meeting. While there is a salt shortage, he has made sure that they have enough on hand for the winter. The Water Department repaired one frozen meter and service. They have shoveled out water hydrants two times. At the Transfer Station they have been busy issuing the new Transfer Station permits.

▪*Parks:* Sue Murphy reported that Playday information has been sent out by e-mail and updated on the website. She will begin interviewing councilors next month. She reported that she received a building use request from the YMCA for the 2014 Bon Ton Roulet in July that the Town Board will need to consider at a future board meeting. She said she will be attending the Farmers Market Manager Conference in Binghamton next Thursday and Friday. Due to recent high winds, they needed to do some minimal repairs to the Austin Pavilion ceiling. She said the ice rink season ends on March 4<sup>th</sup>.

▪*Budget:* Bridgett Winkelman reported that she prepared the payroll certification reports for the Town Clerk to submit to County Personnel. She has everything ready for next week's audit.

Councilor Brace questioned the auditing process. Ms. Winkelman said that the auditors from Cuddy and Ward were here the week of December 13, 2013 for their preliminary work. They will spend next week basically reviewing her records and the Town Clerk's and will then prepare a report to the Board.

**Minutes:** On a motion of Councilor Brace, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, the minutes of February 6, 2014 were accepted as presented.

**Mackenzie Hughes LLP – Letter of Engagement:** Supervisor Sennett said that the February 7, 2014 proposal has been updated to include the suggested changes.

Councilor Greenfield said he has gone back and forth on whether or not to approve this proposal. He said that there has been a lack of communication with the most recent UV grant with the Village and said that future grants need to have better documentation so that it is clear how the grant money was distributed. Supervisor Sennett agreed that it was unclear now on the UV grant and before the project is completed, we need to sort everything out with documentation.

Bridgett Winkelman said that the Village should have all the documentation as she was not involved in any part of that grant.

Councilor Murray agreed with Councilor Greenfield.

Councilor Brace made a motion to authorize Supervisor Sennett to sign the February 7, 2014 letter of engagement with Mackenzie Hughes LLP to represent the Town of Skaneateles in the pursuit of grant and low-cost funding and to facilitate listing on the New York State Environmental Facilities Corporation Intended Use Plan for the water system piping project. Seconded by Councilor Howard.

Councilor Howard	Yes
Councilor Brace	Yes
Councilor Greenfield	Yes
Councilor Murray	No
Supervisor Sennett	Yes

Carried 4-1

**Austin Park Funding for Improvements to Baseball Fields:** Supervisor Sennett noted that on October 3, 2013 Lakeshore Baseball made a presentation on their proposal to improve the upper Austin Park baseball fields, primarily to the Sims field. On October 24, 2013 Councilor McGlynn made a motion to add \$10,000 to the summer fields 2014 budget line for the purpose of improving and maintaining the ball fields at Austin Park.

Councilor Greenfield said he talked to Steve McGlynn and he said it was supposed to go to the project. Janet Aaron stated that she received an email from Mr. McGlynn on February 19<sup>th</sup> that said “when I made that motion it was for the Baseball project”.

Councilor Murray said she also talked to Steve McGlynn and agreed with what he said.

Councilor Howard question how much was the project going to cost and how much would the drainage cost. Supervisor Sennett said she wasn’t sure of the exact amount of the project but thought it was somewhere around \$50,000. She was not sure what the drainage improvements would cost. Councilor Murray said she is concerned about the drainage issue.

Councilor Brace said she believes it is a good idea and is in support of the project.

Supervisor Sennett said that the Village is committed to fixing the drainage issue and has also committed funding to this project along with PARCS. Lakeshore Baseball has committed money to the project and is selling bricks for a fundraiser.

Supervisor Sennett made a motion seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, that the Town of Skaneateles will enter into an agreement with Lakeshore Baseball to support a portion of the baseball field improvements. That portion will be determined upon presentation of the final plans and specifications. That support will be in an

amount not to exceed \$10,000. At that point we will enter into a contract with Lakeshore Baseball for our portion.

**C & S Proposal – Bridge Inspections:** Supervisor Sennett said that she contacted Doug Wickman to submit a proposal to inspect all three bridges after Councilor Greenfield made the suggestion at the last meeting. The new proposal would cost \$900 to inspect three bridges which she said is a better deal than \$500 for one.

Councilor Murray made a motion seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board to accept the proposal from Doug Wickman at C & S Engineers to conduct a field inspection of the three railroad bridges in Skaneateles Falls at a cost not to exceed \$900.

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

▪*Garron Snyder Letter Re: Consideration for Town Hall Move:* Supervisor Sennett noted receipt of Mr. Snyder's letter.

▪*Regina Lewis-Middleton Proposal:* Supervisor Sennett said that Regina Middleton had submitted a proposal on behalf of Sustainable Skaneateles that would allow local residents to rent a parking space at Austin Pavilion parking lot to, as she stated "host your own garage sale". This could have the benefit of bringing more people to the Farmers Market on Saturday. Councilor Brace said she thought it was a fabulous idea and great for the community. Councilor Murray said it will need guidelines and is scheduling a meeting with Regina Middleton to discuss this further. She will bring the details back to the Town Board at their next meeting.

▪*Zoning Board of Appeals Vacancy Update:* Supervisor Sennett said that she and Denise Rhoads will be meeting next Friday with a potential candidate for the open position on the Zoning Board. She encouraged anyone interested to send in their letter of interest.

▪*Rotary Harris Fellowship presented to Outreach Coordinators Pat Snyder & Jacque McConnaghy:* Supervisor Sennett said that our two Outreach Coordinators, Pat Snyder and Jacque McConnaghy were the recent recipients of the Rotary Club Paul Harris Fellowship in "appreciation of the tangible and significant contribution they have made by serving our community's most needy". Councilor Murray said that this is one of the highest awards Rotary gives out and is a tremendous honor. The Town Board expressed congratulations and appreciation of the work and support both Ms. Snyder and Ms. McConnaghy provide for our residents.

▪*Safety Meeting Update w/request to close Transfer Station one day in April -Councilor Howard:* Councilor Howard reported that their topics for discussion included: Safety Training, Safety Procedures, and Safety Improvements and further reviewed the information obtained at the safety meeting:

1. Safety Training: Allan Wellington retains a safety training company to give the annual 8-hour session that is open to Town and Village employees. Supervisor Sennett is looking into online DVD programs. In order to train everyone the Town may need to close the Transfer Station for one day. Supervisor Sennett suggested looking at closing one day mid-week during spring break when less people will be in Town. Training topics include respiratory protection, fire extinguisher use, blood borne pathogens, right to know about hazardous chemicals, and

workplace violence. She said that the Highway Department employees also view safety DVDs from Cornell on a monthly basis. Sue Murphy discussed waterfront safety training and parks safety.

2. Safety procedures: Cash handling precautions and door locking procedures were discussed

3. Safety improvements:

a. We need to supply defibrillator devices (AED's) to the following places: Sims building, Waterfront, Highway Department, and Town Hall. Parks has budgeted for defibrillators at the Sims building and waterfront.

Attorney Werbeck questioned who checks the defibrillators and notifies the Town when the batteries are low. Sue Murphy said that Jeff VanBeveren at SAVES checks the defibrillators yearly and orders the necessary supplies and batteries as needed.

b. Cameras should be installed in key areas, to be recommended by the police

c. Panic buttons will be researched by Julie Stenger

d. Courtroom safety will be assessed, and we may be able to access the Justice Court Assistance Program to help us address deficiencies.

▪*Open Space Committee Meeting update with suggested new members – Councilor Howard:* Councilor Howard reported that on March 18, 2010 the Town Board passed a resolution adopting the Open Space Proposal as recommended by the Open Space Committee. She gave a quick overview of the proposal that includes:

Goals: to promote agricultural land preservation in the watershed, and to protect water quality

Responsibilities of the committee:

1. To fund and monitor lands to be protected under this program
2. To oversee the Land and Development Rights and Acquisition Reserve Fund (now \$129,000)
3. To educate the public about ways to preserve open space through selling development rights, adopting conservation easements, and donating land to the Town or a non-profit land trust.
4. To actively seek out landowners who may be interested in this program

The March 2010 resolution also approved restructuring the Open Space Committee to include one member from the Town Board, one from the Planning Board, and up to 5 at-large members.

The restructured committee now needs approval from the Town Board for the following proposed members: Scott Winkelman, Dave Laxton, Mark Tucker, Sheila Myers, Bob DeWitt, Kathy McCarthy, and Claire Howard. Howard Brodsky would be the committee's advisor.

Councilor Howard said that the Town Board also needs to clearly state that this committee is authorized to implement the March 18, 2010 Open Space Proposal, with reports back to the Town Board every 6 months.

On a motion of Councilor Howard made a motion, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, to appoint Scott Winkelman, Dave Laxton,

Mark Tucker, Sheila Myers, Bob DeWitt, Kathy McCarthy to the Open Space Committee with and Claire Howard, as Town Board liaison and Howard Brodsky, advisor; and in addition, to authorize the Opening Space Committee to implement the March 18, 2010 Open Space Proposal and for the Committee to report to the Town Board every 6 months.

▪*Western Gateway Landscape Update – Councilor Murray:* Councilor Murray reported that she had discussed the landscaping with Kelly Thompson from Bergmann Engineers and Larry Hazard from NYSDOT who said that any changes to the landscaping would need to be approved by NYSDOT. She asked Mr. Hazard to put that in writing. Councilor Murray said she believes it is fine if the Town wants to remove the grasses without approval, but removing shrubs would require approval.

Councilor Brace said she would like to know why they picked certain species of trees and shrubs. She said she doesn't understand why they can't be changed. Councilor Murray said she will see if Mr. Hazard could come before the Board to answer their questions. Bridgett Winkelman suggested seeing if Kelly Thompson could meet with the Board.

Councilor Murray said she would follow up on this and report back to the Board at the next meeting.

**7:30 p.m. Public Hearing – 2014 Community Development Funding:** Supervisor Sennett said that the Town Board was in receipt of the Affidavit of Posting dated February 7, 2014 and publication dated February 12, 2014 and asked if anyone wished to have the notice read. With no one making that request, Supervisor Sennett said that this public hearing is to identify and consider possible community development projects to be included in the Town's application for 2014 Community Development funding.

On a motion of Councilor Murray, seconded by Councilor Greenfield, and with unanimous (5-0) affirmation of the Town Board, the public hearing was opened.

Supervisor Sennett asked if anyone wished to come forward with a project they wanted the Town Board to consider. No one came forward.

Supervisor Sennett said that a 5-year plan developed by the Town Board on February 17, 2000 included handicap accessibility at the Skaneateles Falls Park playground. The Town does have a 16 foot access to the property off of School Street, however when she met with residents who live next to that access strip they indicated that they were not opposed to using this access but said most people park at the legion to access the fields. Supervisor Sennett said she was hoping that the Town could provide better access to this park by adding a sidewalk on this access strip. The residents said that the Skaneateles Falls Legion has been very supportive of Lakeshore Baseball by not preventing them from parking at the Legion. Supervisor Sennett said that the Legion did not want to provide an easement for sidewalk access because they were concerned it would open them up to liability.

Supervisor Sennett said she discussed the possibility of improving the playground and basketball court at the Skaneateles Falls Park with Nina Andon-McLane from Onondaga County Community Development who thought it would be a good project to submit.

Supervisor Sennett also showed property adjacent to and east of the Town's property that is owned by National Grid. She said Bill Pavlus had tried for years to get National Grid to turn some or all of this property over to the Town but had not been successful. She said it may be a good time to try again.

Sue Murphy indicated that Girls Lakeshore Softball use the field from May to the end of June for their practices.

On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board the public hearing was closed.

A general discussion was held among Board members on who would write the grant and how much it would cost.

Councilor Greenfield said that he is not always in favor of applying for grants because sometimes the amount the Town would have to match, like the Western Gateway, can be significant. He also said that he wasn't sure there was enough time to put the grant together this year and maybe it should wait until next year.

Supervisor Sennett is hopeful that the Highway Department could help with the in-kind services that could go towards the Town's 25% match. She said she hates to leave grant money on the table.

Councilor Howard made a motion to authorize the expenditure of up to \$500 for someone to write a grant for the 2014 Community Development Funding that will include improvements to the Skaneateles Falls Park including playground equipment and basketball court improvements.

Councilor Howard	Yes
Councilor Brace	Yes
Councilor Greenfield	No
Councilor Murray	Yes
Supervisor Sennett	Yes

Carried 4-1

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

**Part Town Fund**

\$ 33,000.00	Increase	080104.02.004.39	Zoning - Support
\$ 10,000.00	Decrease	080114.02.004.39	Codes – Support
\$ 23,000.00	Decrease	080111.02.001.00	Codes – P/S
Part Town adjustment – to support Zoning Officer			

**General Fund**

\$ 2,550.00      Increase      081602.01.002.00      Refuse - Equipment

\$ 2,500.00      Decrease      081604.01.004.00      Refuse – C/E

Costs associated with new bucket for Bob Cat.

**Abstract #14-4:** On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, voucher #14-0122 to voucher #14-222 were approved from the following funds:

General Fund:	\$ 54,925.00	Part Town:	\$ 3,181.79
Highway :	\$ 41,645.85	Highway P/T:	\$ 142.29
Water:	\$ 8,416.48	Water #5:	\$ 3,514.95
Sewer:	\$ 1,201.83	Sewer #6:	\$ 489.30
T & A:	\$ 1,599.82		

Total: \$115,117.31

**Town Board Work Session 6 p.m. February 24<sup>th</sup> – Discussion of proposal from Village:** On a motion of Supervisor Sennett, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board a special work session of the Town Board was scheduled for 6 p.m. on February 24, 2014.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Janet L. Aaron  
Town Clerk