

**Town Board Meeting**  
**January 15, 2015**  
**7:00 p.m.**

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

**Also Present:** Sue Murphy, Bridgett Winkelman, Julie Stenger, Allan Wellington, Jonathan Monfiletto (Skaneateles Journal), Jason Gabak (Skaneateles Press), Randy Nonemacher, Maria Redmond, Jonathan Dalpos, Michael Dalpos, Kathleen Bennett, David Colegrove, Tim Johnson, Melissa Johnson, Lisa Byrne, Bob Eggleston, John Sutton.

Charlie Major Nature Trail: A picture taken by Councilor Brace showing a tree at the Charlie Major Nature Trail that someone decorated for Christmas was displayed on the screen and it was noted how thoughtful it was for someone to do that.

**Department Reports**

▪*Highway, Water, Transfer Station:* Allan Wellington said that the plows had been out 17 times since the last meeting and that they were also busy with equipment repairs. The Water Department did their quarterly maintenance of the pressure reducing valves and did water sampling. The Transfer Station had a difficult week with the cold weather freezing the garbage containers. Now that the new heater and insulation have been added to the repair building this should alleviate the problem in the future. Supervisor Sennett said this is a difficult time of year for many of the departments with the cold weather.

▪*Parks:* Sue Murphy reported that the broken and cracked dasher boards at the rink were patched before the girls' marathon hockey weekend and that all went well. She is receiving reservations for using the park this summer and is meeting with the Health Department to start reviewing the application for the summer PlayDay program.

▪*Planning & Zoning:* Councilor Brace reviewed the four open projects report for the Planning Board for the month of December.

▪*Budget:* Bridgett Winkelman reported that she billed Water District #2 and completed the information for the Cuddy & Ward audit. She is working on finalizing the W-2's and 1099's and the quarterly reports.

*Resolution #15-011*

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

*Resolution #15-012*

**Introductory Local Law 2014-B-1 "A Local Law Amending the Town of Skaneateles Town Code" Signs and Definitions:** On a motion of Councilor Murray, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board, a public hearing was scheduled for 7:15 p.m. on February 5, 2015 to consider Introductory Local Law 2014-B-1.

*Resolution #15-013*

**Office of Children & Family Services:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett

was authorized to sign the Office of Children & Family Services Program Annual Assessment in order to obtain funding for the PlayDay program.

*Resolution #15-014*

**2015 Agreement with the Finger Lakes SPCA:** Supervisor Sennett said that the Town has had a good relationship with the Finger Lakes SPCA. It has been like a partnership that provides shelter to dogs and cats that are picked up in the Town of Skaneateles. Now and then if the Town has an animal abuse issue they have sent out an investigator.

On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett was authorized to sign the 2015 contract with the Finger Lakes SPCA.

*Resolution #15-015*

**Special Meeting:** On a motion of Councilor Murray, seconded by Councilor Greenfield and with unanimous affirmation (5-0) of the Town Board a special meeting of the Town Board, Planning Board, and Zoning Board of Appeals is scheduled for 9 a.m. on January 31, 2015 to hold a round table discussion that will include establishing priorities, zoning code updates and to look at ways for the Planning and Zoning Board of Appeals to work together more effectively.

*Resolution #15-017*

**Receipt of Annexation Petition:** Attorney Taylor reported that the Town Board was in receipt of a petition from Gary Dower as sole owner and managing member of Eleroin, LLC and Niorele, LLC who are sole owners of the entire assessed valuation of the real property in the territory sought to be annexed. These parcels of land are identified as Tax Map Parcel numbers #047.-01-24.0 and #047.-01-25.0. Attorney Taylor said that the Town Board's role is to only consider the annexation petition and to schedule a joint public hearing with the Village Board.

Councilor Murray said that there are drainage issues that many of the residents have. Attorney Taylor said that the residents can present their pros and cons at the public hearing.

On a motion of Councilor Murray, seconded by Councilor Greenfield, and with unanimous (5-0) affirmation of the Town Board, a joint public hearing was scheduled for 7:00 p.m. on February 25, 2015 at the \*Village Office.

*\*Note: After discussion with the Village Mayor, it was decided to move the public hearing location to the Skaneateles Fire Department at 77 West Genesee Street. Public notices will be corrected on the website, on the official notice board and in the official newspaper.*

*Resolution #15-017*

**2015 Lease Agreement with Craig Richards:** On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett was authorized to sign the lease agreement with Craig Richards in the amount of \$1,655 for town property located on Rt. 20 behind Grace Chapel.

*Resolution #15-018*

**2015 Lease Agreement with Ken Richards:** On a motion of Councilor Murray, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett was authorized to sign the lease agreement with Ken Richards in the amount of \$231 for Limeledge Water District property located off of Northwest Townline Road.

*Resolution #15-019*

**Richard Marx Certificate of Appreciation:** Councilor Murray read the certificate of appreciation recognizing Rickard Marx for his 14 years of service with the Town of Skaneateles Conservation Committee serving as Chairman for the last 6 years. Mr. Marx could not attend the meeting but the Town Board applauded the years of dedicated service Mr. Marx gave to our conservation lands. Supervisor Sennett said it is so important to the Town to have citizen involvement.

*Resolution #15-020*

**Ashley McGraw Concept Study for Proposed Town Hall Relocation:** On May 1, 2014 the Town Board authorized Ashley McGraw to do a Needs Assessment for relocating the Town Hall to the bays next to the Village Office and Police Department. On November 6, 2014 they made their presentation to the Town Board. Now the next step is to do a concept study.

Ashley McGraw submitted the scope of services as follows:

- Review space program and prepare 2 or 3 floor plan options for the Town functions. These will include use of the existing vehicle bays and any required new building additions. We will be meeting with Judge Murphy's staff to develop specific program requirements for the court.
- Present final floor plan option to Town staff and modify as required.
- Develop images of the exterior of the relocated Town Hall that will include three-dimensional images using Sketchup software.
- Develop energy analysis for the project, including system selections from our engineer for lighting, heating, cooling, and ventilation systems. A target energy budget (Energy Use Intensity) will be developed along with recommended strategies to meet that budget including building envelope and materials. We will prepare a conceptual daylighting and energy model study using the Sefaira software.
- Prepare a conceptual cost estimate and budget for the project that will include a breakdown of major systems and building components. The development of the project budget will include a projection of probable construction costs and incidental (soft) costs.
- Provide conceptual comparison of cost to build a new stand-alone Town Hall with the proposed relocation.
- Present concept study to the Town Board and prepare a Concept Study report.

Supervisor Sennett said that there are deficits in the current Town Hall especially with regards to the Justice Court. She has spoken to Supreme Court Judge, James Murphy, who was a former

attorney with the Town. He has offered to have his staff help the Town when they get to the point of deciding the needs of the court.

Councilor Brace said this is not a final decision but a stepping stone to obtaining more information.

On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the Ashley McGraw proposal to do a concept study for the proposed Town Hall relocation was authorized in the amount of \$19,750.

*Resolution #15-020*

**Jordan Road Bridge:** Supervisor Sennett said that Onondaga County Department of Transportation provided an update last October on the replacement of the Jordan Road Bridge in Skaneateles Falls. The Town Board had asked the County in January 2014 to save the railroad bridge that runs parallel to the road bridge. The County agreed. In October the Town was informed that they were beginning their final design phase of the project and anticipated construction in 2015 or 2016. During construction the County has to provide pedestrian access around the bridge. The County decided utilizing the existing railroad bridge would be the best option and asked if the Town would allow the contractor to modify the railroad bridge for pedestrian accommodation. The Town Board agreed and said the improved railroad bridge would be a benefit to the Town for the future trail system.

On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board it was authorized to allow the County to modify the railroad bridge for pedestrian use during construction of the Jordan Road Bridge.

*Resolution #15-021*

**2015 Procurement Policy:** Supervisor Sennett said that §104-b of the General Municipal Law requires every town to adopt internal policies and procedures governing the procurement of goods and services not subject to the bidding requirements of General Municipal Law or any other law. The policy also outlines who has the authority to purchase. The policy is required to be updated yearly. The purchasing values have remained the same as in 2014.

On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) authorization of the Town Board the Procurement Policy for 2015 was approved as presented.

**Announcements**

▪*Association of Towns Resolutions:* Supervisor Sennett noted receipt of the resolutions from the Association of Towns for the Board to review.

▪*Skaneateles Library Ribbon Cutting Ceremony:* Supervisor Sennett reported that the Town Board was invited to a ribbon cutting ceremony on Saturday, January 17, 2015 for the library's new service expansion at the Community Center allowing citizens to check out and receive books at the Community Center.

**Budget Amendments, Encumbrances and Budget Reserve Transfers:** On a motion of Councilor Greenfield, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board the following budget amendments, encumbrances and budget reserve transfers were authorized:

*Resolution #15-022*

**Budget Amendments # 14-26**

**General Fund**

\$ 367.00	Increase	013304.01.004.00	Tax Collector –C/E
\$ 6,560.00	Increase	014404.01.004.00	Engineer – C/E
\$ 455.00	Increase	071414.01.004.00	Creamery – C/E
\$ 7,382.00	Decrease	019904.01.004.00	Contingency Account
Costs associated with Professional Services and Cost of doing business			
\$ 545.00	Increase	035104.01.004.00	Animal Control - C/E
\$ 545.00	Decrease	019904.01.004.00	Contingency Account
Cost of doing business – associated with shelter expenses			
\$ 13.00	Increase	010104.01.004.00	Town Board – C/E
\$ 13.00	Decrease	010104.01.004.40	Town Board – C/E – Communication
Cost of doing business			
\$ 190.00	Increase	014104.01.004.00	Town Clerk – C/E
\$ 2,000.00	Increase	014604.01.004.00	Records Management – C/E
\$ 2,190.00	Decrease	014101.01.001.00	Town Clerk – P/S
Cost of doing business/Encumbrance			
\$ 16,015.00	Increase	081604.01.004.00	Refuse / Garbage – C/E
\$ 16,015.00	Decrease	019904.01.004.00	Contingency Account
Costs associated with additional Tipping fees			
\$ 122.00	Increase	033104.01.004.00	Traffic Control – C/E
\$ 122.00	Decrease	050104.01.004.00	Supt. of Highways – C/E
Cost of doing business – purchase supplies			
\$ 375.00	Increase	088104.01.004.00	Cemeteries – C/E
\$ 375.00	Decrease	088101.01.001.00	Cemeteries – P/S
Cost of doing business – Encumbrance roofing supplies			
\$ 3,325.00	Increase	080204.01.004.58	Planning – C/E- Legal
\$ 1,520.00	Increase	080204.01.004.92	Planning – C/E – Comp. Plan
\$ 4,845.00	Decrease	019904.01.004.00	Contingency Account

Cost of doing business – Encumbrance comprehensive plan

**Part Town Fund**

\$ 1,640.00	Increase	080204.02.004.59	Planning – Engineering
\$ 1,100.00	Increase	080202.02.002.00	Planning - EQ
\$ 2,740.00	Decrease	019904.02.004.00	Contingency Account

Additional costs associated with Professional services/ Desk Top

\$ 5,075.00	Increase	80204.02.004.92	Planning – C/E – Comp. Plan
\$ 5,075.00	Decrease	080204.02.004.58	Planning - Legal

Cost of doing business – Encumbrance comprehensive plan

**Highway Townwide**

\$ 11,200.00	Increase	051424.03.004.00	Snow Removal – C/E
\$ 11,200.00	Decrease	051421.03.001.55	Snow Removal – P/S

Costs associated with doing business – Salt orders

\$ 2,500.00	Increase	051204.03.004.93	Bridges – Reserves
\$ 42,500.00	Increase	051302.03.002.93	Machinery – Reserves
\$ 13,000.00	Decrease	090608.03.008.00	Medical Insurance
\$ 3,500.00	Decrease	090308.03.008.00	Social Security – TW
\$ 4,750.00	Decrease	090108.03.008.00	State Retirement
\$ 5,000.00	Decrease	051421.03.001.55	Snow Removal – P/S – Equip
\$ 7,250.00	Decrease	051421.03.001.00	Snow Removal – P/S
\$ 2,000.00	Decrease	051404.03.004.00	Brush & Weeds
\$ 7,000.00	Decrease	051304.03.004.00	Machinery – C/E

Cost of doing business - set up for Reserve Transfer

**Sewer Consolidated**

\$ 1,035.00	Increase	081204.10.004.00	Sanitary Sewers – C/E
\$ 1,035.00	Decrease	081104.10.004.00	Sewer Admin – C/E

Cost of Doing Business

**Sewer #6**

\$ 168.00	Increase	081204.11.004.00	Sanitary Sewers – C/E
\$ 160.00	Decrease	081104.11.004.00	Sewer Admin – C/E
\$ 8.00	Decrease	081101.11.001.00	Sewer Admin – P/S

Cost of Doing Business

**Encumbrances**

**General Fund**

Budget- C/E 013404.01.004.00 \$ 900.00

AUD Preparation - 2014

Time Line

1<sup>st</sup> Quarter 2015

Vendor

Cuddy & Ward, CPA

Amount

\$ 900.00

Reasonable – Per B. Winkelman

Assessment – P/S 013551.01.001.00 \$ 4,600.00

Complete Data Collection – 2014

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
3 <sup>rd</sup> Qtr 2015	C. Winkelman	\$ 4,600.00

Reasonable – Per B. Winkelman

Records Management – C/E 014604.01.004.00 \$ 4,000.00

Complete records Management Grant

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	Biel's	\$ 4,000.00

Reasonable – Per B. Winkelman

Cemeteries - C/E 088104.01.004.00 \$ 360.00

Prepare for Roof Replacement – Mottville Shed

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	T.B.D.	\$ 360.00

Reasonable – Per B. Winkelman

Planning - C/E – Legal 080204.01.004.58 \$ 10,000.00

Prepare for Legal Costs associated with Completing Comprehensive Plan

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	T.B.D.	\$ 10,000.00

Reasonable – Per B. Winkelman

Planning - C/E – Legal 080204.01.004.58 \$ 10,000.00

Prepare for Legal Costs associated with Completing Comprehensive Plan

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	T.B.D.	\$ 10,000.00

Reasonable – Per B. Winkelman

Planning - C/E – Comprehensive Plan 080204.01.004.92 \$ 5,000.00

Prepare for Completing Comprehensive Plan Review

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	T.B.D.	\$ 5,000.00

Reasonable – Per B. Winkelman

**Part Town**

Planning - C/E – Comprehensive Plan 080204.02.004.92 \$ 10,000.00

Prepare for Completing Comprehensive Plan Review

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2015	T.B.D.	\$ 10,000.00

Reasonable – Per B. Winkelman

Planning - Equipment 080202.02.002.00 \$  
675.00

Prepare for Completing set up new desk top computer

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Qtr. 2015	Synergy	\$675.00
Reasonable – Per B. Winkelman		

**Budget Reserve Transfers – 2014**

**General Fund**

<b>\$ 16,200.00</b>	<b>Increase</b>	<b>000878.01.000.20</b>	<b>Town Hall Office</b>
<b>Equipment Reserve</b>			
\$ 750.00	Decrease	013402.01.002.00	Budget - Equipment
\$ 15,000.00	Decrease	016802.01.002.93	Central Data Processing
Equip. – Reserve			
\$ 450.00	Decrease	011102.01.002.00	Justice Equipment
<b>\$ 5,000.00</b>	<b>Increase</b>	<b>000878.01.000.23</b>	<b>Town Hall Capital</b>
<b>Improvement Reserve</b>			
\$ 5,000.00	Decrease	016202.01.002.93	Buildings – Equip. & Cap.
Imp. – Reserve			
<b>\$ 750.00</b>	<b>Increase</b>	<b>000878.01.000.19</b>	<b>Animal Control Equipment</b>
<b>– Reserve</b>			
\$750.00	Decrease	035102.01.002.93	Animal Control Equipment –
Reserve			
<b>\$ 32,000.00</b>	<b>Increase</b>	<b>000878.01.000.33</b>	<b>General Recreation - Reserve</b>
\$ 22,000.00	Decrease	071102.01.002.93	Parks – Equipment – Reserve
\$ 10,000.00	Decrease	071104.01.004.51	Parks – C/E – Fields

**Highway Town Wide**

<b>\$ 42,500.00.00</b>	<b>Increase</b>	<b>000878.03.000.25</b>	<b>Highway Equipment - Reserve</b>
\$ 42,500.00	Decrease	051302.03.002.93	Machinery Equipment – Reserve
<b>\$ 5,000.00</b>	<b>Increase</b>	<b>000878.03.000.26</b>	<b>Highway Bridge Repair - Reserve</b>
\$ 5,000.00	Decrease	051304.03.004.93	Bridges – C/E - Reserve

**SF – FIRE DIST**

<b>\$20,000.00</b>	<b>Increase</b>	<b>000878.06.000.22</b>	<b>Tax Stabilization - Reserve</b>
\$20,000.00	Decrease	034104.06.004.62	Skaneateles Fire Protection

*Resolution #15-023*

**Abstract #2014-27:** On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board voucher #14-1818 to voucher #14-1874 were audited and approved to be paid from the following funds:

General Fund:	\$ 99,019.21	Part Town:	\$ 18,216.39
Highway:	\$ 32,447.63	Hwy Part Town:	\$ 11,727.20
Water:	\$ 17,353.64	Water #5:	\$ 121.42
Sewer:	\$ 1,067.16	Sewer #6:	\$ 171.99
T & A:	\$ 7,631.23		

Total: \$187,755.87

*Resolution #15-023*

**Abstract #2015-02:** On a motion of Councilor Brace seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board voucher #15-0018 to voucher #15-0061 were audited and approved to be paid from the following funds:

General Fund:	\$138,276.01	Part Town:	\$ 6,711.31
Highway:	\$ 9,591.98	Hwy Part Town:	\$ 5,942.43
Fire Protection:	\$128,818.92	Water:	\$ 3,853.01
Sewer 6:	\$ 326.10	T & A:	\$237,907.79

Total: \$531,427.55

**Audit of Town Records:** 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 2014. 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 that does a yearly audit of the Town's records, the audit of the Town books is not required but is done for informational purposes.

The Town Board asked the Town Clerk to review her 2014 report. Janet Aaron reported that the Town Clerk's office received \$337,334.30 in Town fees, \$357,892.67 in water payments and \$20,525.28 in sewer payments for a total of \$715,752.25. In reviewing licensing fees she noted that dog license fees have decreased and that is why her office will be conducting a dog enumeration this year and will be sending out a mailing to all residents to verify if they have a dog and if it is licensed. Overall park revenues have decreased for summer and winter use but areas that have increased include the picnic pavilion use and private ice rentals. Building and zoning fees have increased in all areas. Fees have also increased for the Transfer Station.

The Town Board thanked Clerk Aaron for her report.

**Additional Comments:**

*Conservation Area:* Randy Nonemacher, Chairman of the Conservation Committee reported that he met with Cornell Cooperative Extension and they agreed to a location at the Federal Farm to plant hemlock trees in order to introduce beetles to breed and fight the pest. A beetle that eats Hemlock Woolly Adelgid that was found in Idaho has been found to be effective against this predator. Originally, they were looking at Town property behind Grace Chapel but since it is farmed and pesticides are used the Federal Farm was considered the better location.

*Annexation Petition:* Tim Johnson of 856 Franklin Street and a neighbor directly north of the Mirbeau property proposed expansion stated that he has a significant objection to the proposed expansion due to the impact it will have on Town residents and their properties.

Lisa Byrne of 850 Franklin Street agreed with the statement made by Tim Johnson.

Maria Redmond of 868 Franklin Street also agreed with the statement made by Tim Johnson.

Councilor Robinson said she will not be here for the public hearing but asked to meet with the neighbors after the meeting.

Supervisor Sennett thanked the residents of Franklin Street for attending. Attorney Taylor said that the Town Board's only role is to consider the annexation.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,



Janet L. Aaron  
Town Clerk