

Councilor
Mark Tucker

Councilor
Susan Dove
Town Attorney
Brody Smith

Supervisor
Chris Legg
Town Clerk
Julie Stenger

Councilor
Lori Milne

Councilor
Bob Lotkowitz



TOWN BOARD MEETING

January 5, 2026

Location: Town Hall, 24 Jordan Street, Skaneateles, NY 13152

<https://us02web.zoom.us/j/86177826187>

Meeting ID: 861 7782 6187 Passcode: 699047

5:30 pm – Executive Session

6:30 pm – Regular Scheduled Town Board Meeting

Pledge of Allegiance

- 1. 2026 Annual Resolution**
- 2. 2026 Procurement Policy**
- 3. 2026 Official Undertaking**
- 4. Department Reports**

Highway	-Timothy Dobrovosky/Councilor Dove
Transfer Station	- Brian Buff/Councilor Tucker
Planning and Zoning	- Karen Barkdull/Councilor Tucker
Codes Office	- Robert Herrmann/Councilor Tucker
Parks	- Sue Murphy/Councilor Milne
Water	- Supervisor Legg
Engineer	- Miranda Robinson/Supervisor Legg
Budget	- Keri Fey/Supervisor Legg
Fire Department	- Councilor Dove

- 5. Minutes of December 15, 2025**
- 6. Budget Amendments**
- 7. Abstract #25-22**
- 8. Abstract #26-01**
- 9. Sims Building Door Lock Quotes**
- 10. Andrews Road Water Tower – Schedule Bid Opening January 30, 2026 at 10:00 am**
- 11. Schedule 2025 Audit with Insero, Inc.**
- 12. Appoint James O'Brien Town Constable Backup**
- 13. Association of Towns Annual 2026 Meeting Delegate Designation**
- 14. Announcements/Correspondence/Updates**

Town Board Meeting Schedule

January 27, 2026 at 6:30pm

February 9, 2026 at 6:30pm

2026 Transfer Station Permits on Sale Now

Town Hall closed – January 19, 2026 – Martin Luther King Jr. Day

OCSWCD Annual Tree Sale

15. Public Comment

Regular Board Meeting – The public has the right to attend and listen to the board deliberations. The public may participate upon the invitation of the board. **Public Hearing** – The public is invited to speak. The board is not obligated to answer questions or render a decision. All comments should be directed to the Board.

**Town Board Meeting
January 5, 2026
5:30 p.m.**

Present: Supervisor Legg, Councilor Dove, Councilor Tucker, Councilor Milne, Councilor Lotkowitz, Attorney Smith.

5:30 p.m. Executive Session: On a motion, of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) 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 Dove and with unanimous (5-0) affirmation of the Town Board the meeting returned to open session at 6:30 p.m.

Also, Present (In Person): Tim Dobrovosky, Keri Fey, Grace Wagner, Catlyn Barrette, Lainey Lowe, Sarah Lang, Alex Franks, Tom Franks, Alex Haut.

Also, Present (via Zoom): Brian Buff, Jason Gabak (Skaneateles Press), Robert Herrmann, Sue Murphy, Miranda Robinson, Karen Barkdull, Robert Herrmann, Paula Powell, Tina Haynes.

2026 Town of Skaneateles Annual Resolution: Supervisor Legg stated the Skaneateles 2026 Annual Resolution sets the positions and salaries for all Town Departments.

Supervision Legg stated the Annual Resolution; the Procurement Policy and the Official Undertaking are all identified items for the Town of Skaneateles Organizational meeting each year.

Supervisor Legg and the Board stated there were amendments that were provided to the Town Clerk.

On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the 2026 Town of Skaneateles Annual Resolution was adopted with amendments agreed to by the Town Board.

*resolution attached

2026 Town of Skaneateles Procurement Policy: Supervisor Legg stated the Town's Procurement Policy is reviewed and approved every year stating the policies and procedures of purchasing in all departments of the Town of Skaneateles.

This policy lists the department heads and Town employees that are authorized to make purchases on behalf of the Town of Skaneateles.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the 2026 Town of Skaneateles Procurement Policy was adopted as presented.

*policy attached

2026 Town of Skaneateles Official Undertaking: Supervisor Legg reviewed the Official Undertaking stating that certain elected and appointed officials have to sign the Official Undertaking that they will faithfully perform and discharge the duties of their office.

On a motion of Councilor Tucker, seconded by Councilor Lotkowitz and with unanimous (5-0) affirmation of the Town Board, the 2026 Town of Skaneateles Official Undertaking was adopted.

* See attached

Department Reports

Highway: Highway Superintendent Dobrovosky submitted his report to the Board for their review. Mr. Dobrovosky stated they had plowed 46 times in the month of December.

Councilor Dove asked how the road salt supply was holding up and thanked the Highway Department for all the extra hours keeping the roads clear.

Councilor Dove thanked Highway Superintendent Dobrovosky for working with her and hoped Councilor Lotkowitz would work out well as the Highway Department Town Board liaison.

*Report attached

Transfer Station: Municipal Liaison Brian Buff reported the Transfer Station had sent out 14 loads of trash, 5 open top containers and 5 loads of recycling.

*Reports attached

Planning and Zoning: Town Planner Karen Barkdull reported there had been 2 pre-application meetings, she had prepared Open Space recommendations for the Board, prepared zoning code recommendations for the Town Board and completed 1 hour of GIS training.

* Planning & Zoning Report attached.

Codes: Codes Officer Herrmann reviewed the December Codes Office report. Mr. Herrmann reported there were 108 expired permits this month. He stated NYS Annual Reports are due to the State in January. NYS Uniform Code is not forcing new builds to have all electric utilities and power as it is being held up by Federal Court. The 2025 Uniform Code AND Energy Codes are in effect as of January 1, 2026, the 2020 Building Code is now obsolete.

He reported they would be hosting a sprinkler sales team event on January 14th. Contractors and design professionals will attend for sprinkler presentation and lunch paid for by Spears Manufacturing. This presentation would be for the existing commercial code not residential.

*December Codes Report attached

Parks: Parks Manager Sue Murphy reported the Parks Department is keeping up with plowing the walking path and parking areas. Playday registration will start on March 16th. They had been interviewing Playday Councilors and Lifeguards for the 2026 season.

Water:

Supervisor Legg reviewed the following report provided by Shane Christman, Water Foreman:

General Operations

During the month of December, the Water Department continued normal daily operations while focusing on winter preparation, system maintenance, and required water quality testing. Staff also provided support to other town departments as needed.

Water System Maintenance

- Continued winter preparation of fire hydrants, including clearing snow to keep hydrants visible and accessible.
- Marked water system valves with wooden stakes to allow for easy location during snow conditions as well as adding these valves to our GPS system.
- Repaired two frozen hydrants and returned them to proper working order.
- Checked PRV pressures weekly to ensure stable and safe system pressure.
- Performed maintenance on the backhoe bucket.
- Completed routine vehicle maintenance.

Water Quality and Testing

- All monthly reports and required water testing were completed, with results coming back negative and in compliance with all regulations.
- Disinfection and disinfection byproduct testing was completed as required.
- Received our annual report from the Onondaga Health Department in which stated no issues present.

Services and Repairs

- Installed new water meters and MXUs on several services.
- Repaired a pipe at the Sims Building, restored to normal service.

Interdepartmental Assistance

- Met with the Recreation Department and resolved a sewer related issue.
- Assisted Brillo with a sewer issue on Autumn Tree Court.
- Helped the Recreation Department with plowing during winter weather events.

Training

- Attended a **water license training class** to maintain certification requirements.

Summary

December work focused on winter readiness, system reliability, regulatory compliance, and cooperation with other town departments. The Water Department remains prepared to respond to seasonal conditions and ongoing operational needs.

Engineering: Town Engineer Robinson submitted the following report to the Town Board for December:

- There were 5 streetlight outages in the month of December. A big thank you to the Highway Department for keeping track of these.
- Tied up some loose ends for the Village Meadows Subdivision regarding the new waterline, the town can expect that to be dedicated within the next month or so.
- We sent a proposal to the Syracuse Metropolitan Transportation Council for Transportation Planning Projects under the Unified Planning Work Program. This project study proposal was for the 5 corners, also known as Wicks Corner. Onondaga County Department of Transportation also gave their support for this study.
- Started the application for the New York State Department of Transportation, Transportation Alternatives Program. This is administered by the NYSDOT and is a federal reimbursement program focusing primarily on benefits for bicyclists, pedestrians and other amenities for non-drivers. We have been in contact with our Regional NYSDOT office to create a competitive application. The first round is due on January 15th with acceptance; the full application will be due in the beginning of March.

Budget: Budget Officer Keri Fey reported she had been working year end for 2025 with Paychex and the year end 1099s. She also reported they were working with Edmunds Gov Tech to launch the new Financial Software in February.

Skaneateles Fire Department: Councilor Dove reviewed the December report submitted by Fire Chief, Pete Buehler.

*December reports attached.

Minutes of December 15, 2026: On a motion of Councilor Lotkowitz, seconded by Councilor Milne, and with a (3-0), Councilor Dove and Councilor Tucker abstained due to absence, with affirmation of the Town Board, the minutes of December 15, 2025 were approved as presented.

Budget Amendments: No Budget Amendments

Abstract #25-23: On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers were authorized from the following funds:

Abstract #25-23

General	\$	4,301.87
Part Town	\$	6,587.98
HWY	\$	36,844.93
St. Lght	\$	1,207.32
Water	\$	2,043.43
T&A	\$	734.95

Andrews Rd. Water	\$	11,850.00
TOTAL	\$	63,570.48

Abstract #26-01: On a motion of Councilor Milne, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers were authorized from the following funds:

Abstract # 26-01

General	\$	8,780.61
Part Town	\$	985.25
HWY	\$	3,193.10
HWY PT	\$	4,273.42
Water	\$	809.78
TOTAL	\$	18,042.16

Sims Building Door Lock Quotes: Parks Director Murphy reviewed the 2 quotes received:

Syracuse Time and Alarm:	\$2,595.00 for 2 locking units
Ray Masterman:	\$1,237.25 each (total of \$2,474.50)

Parks Director Sue Murphy reported she had spoken to the Town's current safety and alarm company Herrtronic and Fradon Lock Co., and they both referred her to and recommended Syracuse Time and Alarm for the system that would be needed for these doors.

Supervisor Legg stated he had some questions regarding the safety and security of these locks as well as the network requirements and the Board decided to table this till the next Town Board meeting.

Andrews Road Water Tower – Schedule Bid Opening January 30, 2026 at 10:00 am:
Supervisor Legg announced the Town had received the final approval from the Health Department for the Andrews Road water tower and now were ready to schedule a bid opening.

Supervisor Legg read the following statement regarding the Andrews Water Town project history:

ANDREWS ROAD WATER SYSTEM IMPROVEMENTS Update Jan 5, 2026

“In 2013, the Onondaga County Department of Health cited the Town and the Village for insufficient water pressure and capacity for firefighting under certain conditions. Residents outside of the existing Town water system on Andrews and County Line Roads identified a high frequency for their wells to run dry which required new wells or deeper drilling for existing wells. In 2016, the residents on Andrews and County Line Roads requested the formation of a new Town water District to extend service to them. Engineering studies indicated that higher elevations in the area required an elevated tank to provide service. Further planning and analysis detailed plans and estimated costs.

Beginning in 2016, the Town sought permission from the City of Syracuse and the Village to extend the Town water system. Through 2023, the Town gained approval and secured two grants: a \$4.4M grant from the NYS DEC, the largest grant ever for the Town, and a \$1.85M federal grant for the water project. In February 2025 with the grants confirmed, the Town finalized the plan and submitted it to the NYS Departments of Environmental Conservation, Agriculture and Markets, and Health for approval. The NYS DOH sent the final notification of approval in December 2025.

Tonight, we can open contractor bidding for the project.

I would like to extend very grateful thanks to my predecessor Janet Aaron for her tremendous support for carrying out the enormous burden of addressing the many administrative tasks to get to this point. As the Town Clerk and then the Town Supervisor, she persevered through innumerable obstacles to advance the project. In her final year before retirement, she never slowed down. She graciously helped me continue the process in 2024. When you speak with her, please thank her.

Under NYS law, the Town water system is funded as an enterprise fund. It requires that only the owners of parcels in the Town water districts pay for the operation of the water system. For this project, the existing Town water district parcel owners pay for system-wide improvements to provide increased storage capacity and pressure. The new water district parcel owners on Andrews Road and County Line Roads pay for their share of the system-wide improvements and the infrastructure that services their new water service. No Village water customers or owners of parcels outside of the Town water system are taxed for this project. The \$6.25M in grants and long-term bonding will fund the project. As the project contract is awarded, it is likely that new bonding will be required. Bonding is a separate, public process with announcements and public hearing.

Tonight's bid solicitation legal notice specifies the exact procedures for the project bid process. Following is a summary.

The Town Clerk will accept bids for the construction of the Andrews Road Water System Improvements until 10 am, January 30th, 2026 when each bid will be publicly opened and read aloud.

The project includes installation of a new water main along West Lake Road, Kane Ave (NYS Route 41A), Andrews Road, Bryant Lane, and County Line Road; construction of a water booster pumping station on NYS Route 41A; and construction of an elevated water storage tank on Bryant Lane.

Bid documents are available from C&S Engineers for bidders. Bidders must register with C&S. Each Bid must be made using the forms provided in the Contract Documents.

After the bid opening, C&S Engineers will analyze each bid and advise the Town Board. Depending on the suitability of the bids, the Town Board may either award the contract or reject all bids and rebid. A contract award in February would enable construction to start in 2026 as weather and logistics support."

On a motion of Councilor Dove, seconded by Councilor Milne and with unanimous (5-0) affirmation of the Town Board, the bid opening for the Andrews Road Water Tower was scheduled

for January 30, 2026 at 10:00a.m.

Schedule 2025 Audit with Insero, Inc.: Budget Officer Fey stated she had confirmed with Insero, Inc., the Town of Skaneateles's outside accounting firm, that they had scheduled the Town of Skaneateles Audit for March 2026.

On a motion of Councilor Tucker, seconded by Councilor Milne, and with a (5-0) affirmation of the Town Board, the Town Board authorized the accounting firm of Insero, Inc to audit all the Town of Skaneateles financial accounts in March of 2026.

Appoint James O'Brien Town Constable Backup: Supervisor Legg stated the Board was in receipt of a letter of interest from Officer James O'Brien to be considered for the position of backup constable. Officer James O'Brien is currently a Resource Officer at the Skaneateles School District and meets all the qualifications of New York State for the position of Constable.

On a motion of Councilor Milne, seconded by Councilor Dove, and with a (5-0) affirmation of the Town Board, the Town Board appointed James O'Brien as Constable for the Town of Skaneateles.

Association of Towns Annual 2026 Meeting Delegate Designation: Supervisor Legg reported to the Board that Town Councilor Lori Milne is attending the 2026 NYS Association of Town's Annual Conference in February. Since no Board members are attending a delegate needed to be chosen to attend the Annual Business Session of the Association of Towns in New York City to cast the vote for the Town of Skaneateles.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, Lori L. Milne, Town Councilor was designated as the delegate to attend the 2026 Annual Business Session of the Association of Towns in New York City to cast the vote of the Town of Skaneateles.

Announcements/Correspondence/Updates: Supervisor Legg announced the following:

Town Board Meeting Schedule

January 27, 2026 at 6:30pm

February 9, 2026 at 6:30pm

2026 Transfer Station Permits on Sale Now

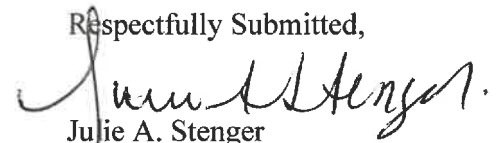
Town Hall closed – January 19, 2026 – Martin Luther King Jr. Day

OCSWCD Annual Tree Sale: Onondaga County Soil and Water Conservation District have begun their annual tree and shrub sale, orders are due by March 6, 2026.

Public Comment: No comments

On a motion of Councilor Dove, seconded by Councilor Milne and with unanimous (4-0) affirmation of the Town Board, the meeting was adjourned at 7:05 p.m.

Respectfully Submitted,


Julie A. Stenger
Town Clerk