

**Town Board Meeting  
February 17, 2022**

**Zoom: Meeting ID: 878 1826 9923 Password: 091640**

**Present:** Supervisor Aaron, Councilor Tucker, Councilor Alexander, Councilor Legg, Councilor Dove, Attorney Smith

**Also, Present:** Karen Barkdull, Kim Benda, Keri Fey, Miranda Robinson, Bridget Winkelman, Brian Buff, Chris Buff, Tim Dobrovosky, Shane Christman, Bob Eggleston, Michael Drake, Jessica Pratt.

**25 Year Recognition – Dana Pickering:** Supervisor Aaron recognized Dana Pickering for his 25-year employment with the Town of Skaneateles:

*“ January 1996 Russ Masters hired Dana as a part time laborer at the Transfer Station*

*January 1997 he was hired full time at the Transfer Station and that position was later changed to Motor Equipment Operator*

*January 1998 Russ Masters commended Dana for volunteering to go up north to help with a storm known as the great ice storm where there were long term power outages. Millions were left in the dark from eastern Ontario to southern Quebec.*

*During 1998 and 1999 Dana was in attendance at most Town Board meetings*

*January 2013 Dana was appointed Transfer Station Foreman by Jim Card*

*January 2014 Dana took it upon himself to remove the old insulation in the machine building at the Transfer Station. Not an easy or fun job! This allowed the building to be reinsulated with foam to keep items in there from freezing.*

*February 2022 Tim Dobrovosky hired Dana in the Highway Department.*

*Congratulations Dana!”*

Councilor Dove also thanked Dana for his service to the community with the Skaneateles Fire Department. Councilor Legg thanked Dana for his work at the Transfer Station and his commitment to the Fire Department. Councilor Alexander and Councilor Tucker also thanked Dana Pickering.

**Highway:** Highway Superintendent Dobrovosky reported the Highway Department had plowed and treated roads eight times since the last meeting. He reported the surplus inventory is now on the Auction International website and they continued to make repairs on equipment and maintenance in the shop.

Highway Superintendent Dobrovosky reported that the majority of the Cemetery Road project. is completed. A big thank you to Eric Johnson of the Onondaga County Soil & Water and Al Noga of Cayuga County Soil & Water.

Supervisor Aaron reviewed pictures of the project with the Board and thanked Tim Dobrovosky and the Highway Department along with Onondaga County Soil and Water for their work on this project. The erosion was severely impacting the Morgans property, and this repair was needed. She stated Eric Jensen of Onondaga County Soil and water sent a letter of thanks to the Town Highway Department for their cooperative efforts on the repair of this urgent stream back erosion project and challenging work.

**Transfer Station:** Municipal Recycling Liaison/Refuse Officer Brian Buff reported since the last meeting they had sent out four trash dumpsters, 3 open top containers and three recycling dumpsters. He had met with Syracuse Innovations Group, Engineer Miranda Robinson and Avigilon working on the camera license plate reader. He reported they continued to work with Paint Care to set up paint removal at the Transfer Station.

Mr. Buff reviewed the report he submitted which stated the Town had saved \$9,000 in the month of January eliminating the Commercial Haulers from disposing refuse at the Transfer Station.

**Staff Engineer and Water Department:** Town Engineer Robinson reported on the following:

- Waiting for the police report for the MVA on Irish Road in order to bill for the to replacement of the streetlight that was knocked down.
- Reminder to all residents that they will start seeing their solar credits in May and June from the Solar Farm. Call to 855-685-4657 with any questions. .
- Working on the cameras with Brian.
- Submitted the IUP listing for the Andrew's Road Waterline and Tank project for \$7.9M.
- Reminder to homeowners to keep the water running during the cold days. There were 4 breaks inside homes/businesses in the last two weeks.
- Attended a meeting for the RAISE grant, that we will be applying for again in 2022.

Supervisor Aaron stated they are hoping to reapply for the RAISE Grant in the spring for the community trail system.

Councilor Tucker question why the solar project is being powered by a LP gas tank. Engineer Robinson referred him to the solar company for that answer. Councilor Legg stated it might have been because of the cost.

Supervisor Aaron stated she and Councilor Legg had met with Mayor Sennett and Village Trustee Evans to discuss the need for water distribution improvements in the Town including adding

awater tower on the west side and extending the water district. She stated it went very well. As the Town moves forward, we will need to obtain Village approval and keep them informed about this project..

Councilor Alexander asked about the \$7.9 million figure referenced for the west side water project. Supervisor Aaron stated this was a very broad estimate. Councilor Alexander asked where this estimate was submitted. Engineer Robinson stated it was submitted to the Drinking Water State Revolving Fund. She stated in order for C&S Engineers to submit their grant application to develop an Engineering Report for the Town of Skaneateles Western Water Improvement Project a project had to be submitted. This was a very estimated cost for the project submittal to get on the list for the grant.

Councilor Legg stated this is not an obligation or a firm quote. It is just a broad estimate to get on the list to apply for the engineering planning grant.

Councilor Alexander asked where the estimate came from. Supervisor Aaron stated the estimate was from Engineer John Camp.

**Highschool Girls Hockey NYS Championship:** Supervisor Aaron congratulated the High School Girls Hockey team for winning the NYS State Championship. Councilor Dove further expressed congratulations stating that this team had a small team that had to win three almost back to back games in order to win the States.

**Minutes of February 7, 2022, and February 9, 2022:** On a motion of Councilor Legg, seconded by Councilor Alexander, and with a (5-0) affirmation of the Town Board, minutes of February 7<sup>th</sup> and February 9<sup>th</sup>, were accepted with a correction in the minutes of February 7<sup>th</sup> to reflect the following:

“Councilor Dove stated the Town of Sennett had looked at extending their water districts in the past, the Town could possibly partner with Sennett as well if they were still interested in extending their district.”

**Waive 30 Day Liquor License Requirement for Norman Clay Holdings (Mr. Pudders) Renewal:** Supervisor Aaron stated the Town Board had approved this 30-day waiver for Mr. Pudders liquor license application with New York State last year. Due to a delay in the paperwork, the NY State Liquor Authority had requested an updated resolution of the Town Board allowing for the consideration of waiving the 30-day waiting period for “Mr. Pudders”.

Michael Drake owner of Noman Clay Holding/”Mr. Pudders’ stated they had submitted their application to the NY State Liquor Authority if the Fall of 2021 but due to a paperwork delay caused by the previous owner they are resubmitting their application and are asking the Town Board to approve their request to waive the 30-day waiting period to apply to the NY State Liquor Authority for their beer and wine license for their miniature golf course and restaurant “Mr. Pudders” .

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the Board approved to waive the 30-day waiting period for Mr. Pudder's to apply for their New York State liquor license to be able to serve beer and wine.

Michael Drake thanked the Board for their ongoing support.

**Owasco Lake Watershed -Request to Join Board of Directors:** Supervisor Aaron stated a request had been received from the Owasco Lake Watershed Management Council for Skaneateles to join their organization. A small part of the Town of Skaneateles is in the Owasco Lake Watershed. Councilor Alexander and Supervisor Aaron are both part of the Skaneateles Watershed Municipal Partners. Supervisor Aaron stated she had a commitment with the Onondaga County Supervisor's Association at the same monthly time as the Owasco Lake Watershed Council meetings. Since both she and Councilor Alexander were part of the Skaneateles Watershed Municipal Partnership, Councilor Alexander agreed to attend the meeting and represent the Town of Skaneateles.

Councilor Alexander stated Skaneateles is only a small portion of the Owasco Lake watershed, approximately 2.8 percent and the Owasco Lake Watershed and the Skaneateles Lake Watershed are quite different.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board the Town Board authorized Councilor Alexander to represent the Town of Skaneateles at the Owasco Lake Watershed meetings.

**813 West Genesee Street/Woodbine Group:** Supervisor Aaron stated the applicant for 813 West Genesee Street, the old Hilltop property, requested the Town Board consider changes to Transportation Drive. Transportation Drive is a Town road that gives access to the Highway Garage and the school's Transportation Center. The applicant is requesting an island on the end of their property and Transportation Drive to control where you can enter and exit their property entrance . They are also adding additional parking in the back of the building.

The board discussed the application and project. Councilor Tucker stated they changed the area for the parking to the back of the building. Supervisor Aaron stated she had spoken to Highway Superintendent Dobrovosky regarding the sidewalk proposed for the project. The sidewalk would lead to the Quickfill. He questioned if would the State DOT would need to approve this. . Councilor Tucker stated he did not think Transportation Drive is officially a Town road, it is only access to the businesses.

Attorney Smith stated he also did not think it was a Town road, therefore you would not need State or County action. This is more of a Planning Board issue.

Supervisor Aaron stated a request was submitted to the NYS DOT for a speed limit on Transportation Drive. Since we built the road do you still dedicate it to the Town?

Councilor Tucker stated all the properties have a right-of-way over the road for use. The Town owns the road, but the properties have the right of way to use the road. Attorney Smith agreed this

had been looked at as a private road with easements for access. He questioned If the road had been built to specifications to be a Town Road?

Budget Officer Winkelman stated it is on the highway list of roads that the Town received funding for from the County.

Attorney Smith stated this should be clarified.

Supervisor Aaron stated right now the only issue seems to be the crosswalk . The Town Highway Superintendent and the School should be made aware of this and get their thoughts.

Councilor Dove asked if there would be benefits to making this a Town Road. Attorney Smith stated the Town owns the road so it is being maintained the same as dedicated Town roads. The question is was it built to Town specifications. There is not a lot of difference between a dedicated Town road and a road owned and maintained by the Town. The way it is being used now there is a distinction without a difference.

Supervisor Aaron stated Engineer John Camp sent the following:

“ From my perspective relative to the new work on Town-owned land, the applicant’s proposal is an improvement. The “free-for-all” access (shown in the image below) would be controlled and limited by new curbing. It could be argued that there is a proposed new entrance onto Transportation Drive, but I see this more as a relocation of the north-most entrance. And, this relocated entrance would be farther away from the heavier traffic.

This situation is a bit unusual in that two pieces of private property have historic access to a piece of public land (that is apparently not a dedicated street). The proposed project will increase traffic onto Transportation Drive. It may be reasonable to consider posting a stop sign on Transportation drive for traffic moving south. Accordingly, it would be reasonable to require that the applicant install a stop sign for their traffic moving west onto Transportation Drive. And, the Town could install a stop sign (on Town property) for traffic leaving the Quick Fill to the east onto Transportation Drive.”

Councilor Tucker stated if the Board would like to move forward, we could contact the school and the Highway Department to make sure they do not have any concerns.

Attorney Smith stated the Town Board could go through the process and dedicate the road, but we could treat this the same, it does not have to be a public road since the Town owns the land.

Supervisor Aaron commented on the fire hydrant at the rear of the property. The protection of this fire hydrant should be considered..

Councilor Tucker stated the Planning Board is ready to move forward with their application but would like a response from the Town regarding their support with the proposed changes to Transportation Drive. He stated he would support John Camp’s determination.

Councilor Alexander agreed to support the application and put it out to the school and the highway department.

Councilor Legg stated he had not had time to research this plan. He would like to see an updated map of the exists and entrances. This did not need to stop the Board's support so it can move forward with the Planning Board. But we need some clarity of maintenance, etc.

Supervisor Aaron stated all the stop signs along this road need to be looked at. Councilor Tucker stated the crosswalk needed to be reviewed as well.

The Board agreed to continue review and to support the suggestions made by Town Engineer John Camp, subject to comments from the school and the Highway Superintendent.

On a motion of Councilor Legg, seconded by Councilor Alexander, and with unanimous (5-0) affirmation of the Town Board the Town Board agreed to support the suggestions made by Town Engineer John Camp, regarding 813 West Genesee Street's application subject to comments from the school and the Highway Superintendent.

**Mirbeau Proposed Project:** Supervisor Aaron stated the Mirbeau property which is now in the Village, has a proposed project before the Village of Skaneateles Planning Board to to replace the previously-permitted three lodging units with two new Mirbeau Cottages with adjacent parking; remove the existing Monet deck; create a new addition to the pond garden; and add 10 new employee parking spaces at the property addressed as 851 West Genesee Street in the Village of Skaneateles. The Mirbeau property is adjacent to Town property. There had been flooding in this area in the past. When Mary Sennett was Town Supervisor there was a drainage agreement with the Village to help with the flooding. Since then, the Town had maintained the Town's detention basin and it had been working properly.

Supervisor Aaron stated she had reached out to Town Engineer John Camp, and he had the following comments:

“As far as I know, Mirbeau has done everything they were supposed to as part of their single-family housing project. If I remember correctly, Miranda and I met in the field to jointly review the last piece of this work.

It is a bit hard to tell what Mirbeau's new project is, based on the description. Without knowing exactly where they are in the application process, the following seem to be reasonable options:

1. Encourage all concerned neighbors to make themselves known at the public meeting(s)
2. The Town could request from the Village (or applicant), as a courtesy, a set of plans to review, given that this area has been subject to several instances of flooding and several drainage projects in the past
3. Formally request form the Village to be listed as an interested agency under the SEQRA process
4. Maybe something else that isn't quite coming to mind at the moment...”

Supervisor Aaron stated she agreed with Mr. Camp, and we should stay aware of this project and keep our Town residents informed that are next to the Mirbeau property. Councilor Alexander stated the neighbors need to stay involved. They have not contacted the Village and they should.

Supervisor Aaron asked if the Village sends notices to Town residents. Attorney Smith said they usually do not but since we are municipality within 500 feet, we should be considered an interested party and be notified and be able to comment.

Supervisor stated she would like to make a request to the Village to request that the Town be considered as an interested agency and that they send notice to the adjacent Town property owners.

Councilor Dove asked if the Highway Department could look at this tomorrow since we are forecasted to get an inch of rain tonight. Highway Superintendent Dobrovosky stated they monitor this area due to the flooding it is prone too and would check it tomorrow.

Engineer Robinson stated they had responded to 3 houses that were flooded last Fall in this area.

Councilor Dove asked if the Village had approved this. Councilor Alexander stated it is not approved but in the process.

On a motion of Councilor Dove, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board the Town Board authorized Supervisor Aaron to send a letter of request to the Village of Skaneateles requesting to be listed as an interested agency concerning the Mirbeau project, be notified of any applications and receive updated plans of the project.

**RFP for On-Call Services for Water and Septic Emergency Repair:** Supervisor Aaron reported this RFP for On-Call Services for Water and Septic Emergency Repair had been prepared by Engineer Robinson. This service would be used as a backup to the Water Department if needed, and to do any septic maintenance or repairs when needed. We now have a sewer/septic district on Lauder Lane in the Town of Skaneateles.

Attorney Smith reviewed the document and stated that he had very few changes to the RFP that Miranda drafted and that it conformed to what was needed and met all the legal requirements.

Councilor Legg asked if this was a 1-year contract? Attorney Smith stated this is not a contract it is a hold on prices that are pre-approved. It is not set up to have a single contractor. This is for preapproved terms. Councilor Legg asked is the price would last for 1-year? Attorney Smith stated it could be reviewed from time to time but does not have to be yearly.

On a motion of Councilor Alexander, seconded by Councilor Dove, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the RFP for On-Call Services for Water and Septic Emergency Repair contingent on the date for the bid opening being agreed upon by Engineer Robinson and Attorney Smith.

**Skaneateles High School Commencement Request:** Supervisor Aaron stated the Town received a copy of a letter from the School to the Village requesting the use of Clift Park for the 2022 High School graduation ceremony and they requested the use of the Austin Pavilion in the case of inclement weather. She asked Parks Director Sue Murphy if she was aware of this request and if she had any concerns. Sue Murphy stated she was aware of this request. It is done every year and has always worked fine and should continue this year

On a motion of Councilor Alexander, seconded by Councilor Dove, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the request from the Skaneateles Highschool to use the Austin Pavilion in the event of inclement weather for the 2022 High School Graduation Ceremony.

**Updates - 2022 Annual Resolution & 2022 Procurement Policy:** Supervisor Aaron stated there were some updates needed on the 2022 Annual Resolution and the 2022 Procurement Policy.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the following corrections to the 2022 Annual Resolution:

- Add:
- |                    |   |
|--------------------|---|
| Dana Pickering     | Highway Department Motor Equipment Operator |
| Miranda Robinson   | Water Department                            |
| Councilor Sue Dove | Liaison to the Safety Committee             |

On a motion of Councilor Alexander, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the following additions to the 2022 Procurement Policy:

- Add:
- |                  |                         |
|------------------|-------------------------|
| Richard Eldredge | Cemetery                |
| Brian Buff       | Transfer Station        |
| Doug Hamlin      | Co-Chair Planning Board |

**Employee Holiday Update:** Supervisor Aaron announced there is a new Federal Holiday: “Juneteenth: The Town Board would like to add this to the employee handbook and offer it the Teamster Union Employees.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the following addition to the Holidays in the Town of Skaneateles Employee Handbook; the addition of “Juneteenth”; June 19<sup>th</sup> of each year.

**Update – Town COVID Policy:** Supervisor Aaron stated reviewed the COVID policy being presented for mask guidance in all Town Buildings.



On a motion of Councilor Alexander, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board the Town Board approved the following Town Mask Policy effective February 17, 2022:

**Town of Skaneateles updated COVID Mask Policy**

Date: February 17, 2022

Anyone Entering Town Buildings

The Town of Skaneateles encourages individuals to wear masks as appropriate. If you are experiencing any symptoms, please do not enter any Town Building without a mask.

Town Employees

The Town of Skaneateles encourages employees to wear masks as appropriate. If you are experiencing symptoms, please obtain a COVID test kit from the Town Clerk and wear a mask until you no longer have symptoms. Retest in 3 days if your symptoms persist.

Announcements/Correspondence/Updates

- *New York State Septic System Replacement Funding:* Supervisor Aaron announced NYS DEC with the Clean Water Infrastructure Act of 2017 had established the Septic System Replacement Fund. This fund would prioritize in Onondaga County: Seneca River and all of Skaneateles Lake watershed. Under this program funds would be provided to reimburse property owners for up to 50% of eligible costs. This information would be posted on the Town of Skaneateles Website.
- *Parks Summer Employment Opportunities:* Supervisor Aaron announced Sue Murphy had posted and advertised for season summer employment with the Town. This would include lifeguards and Playday camp counselors.
- *Transfer Station Laborer II Position Opening:* Supervisor Aaron announced with the transfer of Dana Pickering to the Highway Department there is a vacancy at the Transfer Station. This is posted in departments, on the website and would be in the Skaneateles Press next week.

Councilor Alexander announced the following Holiday Town Schedule:

Town Hall closed February 21, 2022, President’s Day

Transfer Station Open Saturday February 19, 2022 – closed February 21<sup>st</sup> & 22<sup>nd</sup>, 2022

**Public Comment:** No public comments.

**Budget Amendments:** No Budget Amendments.

**Abstract #22-04:** On a motion of Councilor Tucker, seconded by Councilor Dove and with unanimous (5-0) affirmation of the Town Board vouchers #22-0144 - #22-0225 were authorized from the following funds:

General Fund:	\$ 42,249.68	Highway:	\$ 7,005.36
Water:	\$ 13,683.05	Part Town:	\$ 3,950.88
T&A:	\$ 396.52	Sewer:	\$ 1,200.64

**TOTAL:                   \$ 68,486.13**

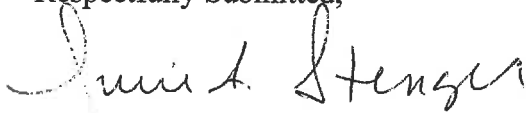
**Executive Session:** On a motion of Councilor Legg, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 7:50 p.m. for attorney advice and discussion of personnel.

On a motion of Councilor Legg, seconded by Councilor Tucker the meeting was returned to open session at 8:40 p.m.

On a motion of Councilor Legg, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board the Town Board approved to contract with Joe Dwyer as an independent contractor to work with the Town of Skaneateles Water department not to exceed \$600 per week.

On a motion of Supervisor Aaron, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 8:42 p.m.

Respectfully Submitted,



Julie A. Stenger  
Town Clerk