

**Town Board Meeting**  
**January 23, 2017**  
**6:30 p.m.**

**Present:** Supervisor Lanning, Councilor Howard, Councilor Badami, Councilor Coville, Councilor Brace, Attorney Smith.

**Also Present:** Raymond Falso, Jacob Dirello, Adam Lupo, Anne Redman, Alex Czerniak, Casey Ezzo, Katherine Sauro, Kayla Duger, Kassidy Smithler, Jason Gabak, Joe Gaidis, Ben Delasin, Kayla Ramsden, Lindsey Ramsden, Alivia Ramsden, Nate Ramsden, Leah Ramsden, Joe Southern, Eric Canute, Sue Murphy, Brianna Casper, Maddy Graham, Mackenzie Flynn, Cam Tierney, Jonathan Monfileto, Patrick Greenfield, Carter Stregiel, Allan Wellington, Malcolm Lombardi, Rob Howard, Matthew Beimel, Doug Hanlon, Mark Tucker, Marty Cregg, Tara Covert.

**Department Reports**

▪*Highway, Transfer Station, Water:* Allan Wellington reported they had been out 13 times with the plows since the last board meeting bringing it to a total of 61 times for the season. They had been working on truck repairs and maintenance, removed tree limbs due to high wind, replaced a collapsed cross pipe under Hencoop Road and cleaned ditches on Gully Road. The water department repaired a leaking hydrant on Miller Road, repaired a broken water main on Jewett Road and preformed quarterly maintenance on the three pressure reducing valves in Water District 1. He reported that they were working on repairs and maintenance. They have continued selling hangtags and ordered a new cardboard baler.

▪*Parks:* Sue Murphy reported that there is a Farmer's Market meeting scheduled for Tuesday, January 31<sup>st</sup> at 6:30 p.m. at the Austin Pavilion to go over the upcoming market season with the vendors. They have been working on the basketball backboards at Mandana, 2017 Playday information will be available on the website next week, trees at the park have been removed in anticipation of the new trees donated by the Garden Club in the spring, Rotary has submitted their application for the 2017 Pancake Breakfast and they are replacing the wooden bleachers in the pavilion with metal ones.

▪*Budget:* Budget Officer Winkelman reported that she had filed the 2016 State and Federal and that the 2016 1099's and W2's had been completed. She is working on the information for the Benchmark for the Climate Smart Community Grant.

Supervisor Lanning explained that the Climate Smart Community Grant was a grant the NYS DEC has available for up to \$100,000 to pursue energy saving initiatives in the Town.

▪*Fire Department Report:* Supervisor Lanning reported for Dan Evans, Skaneateles Fire Chief that on July 6, 2016 the Skaneateles Fire Department responded to a boating accident near the state boat launch on West Lake Road. He stated that two fire department members Firefighter/EMT Mark Stebbins and Captain/EMT Steve Busa were nominated and received a central New York Regional Emergency Medical Services Council, Inc. Call Commendation for their actions on that particular call. He also reported that in December they had 28 calls, 7 EMS

calls, 4 meetings, 7 drills, and 2 trainings, 375 total calls for 2016. The new Engine 21 was put into service January 5<sup>th</sup> at Station 2.

*Resolution #17-009*

**Minutes:** On a motion of Councilor Badami seconded by Councilor Brace and with (4-0) affirmation of the Town Board, Councilor Brace Abstaining, due to her absence, the minutes of January 5, 2017 were accepted as presented.

**No Public Comments**

*Resolution #17-010*

**Reschedule February 20<sup>th</sup> meeting to 6:00 p.m., Thursday, February 23, 2017:** Because of the holiday, Councilor Coville made a motion, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board to reschedule the February 20<sup>th</sup> Town Board meeting to 6 p.m. on February 23, 2017.

**Janice Miller- Update on proposed improvements to the Sims Building:** Supervisor Lanning explained that Janice Miller presented design options for the grant application the Town is making in order to receive \$80,000 towards the building replacement. Sue Murphy stated that she would like the building turned so the storage areas would be closer to the fields to make it more usable. Councilor Brace reviewed the family restroom options. She stated that these bathrooms are very popular with families with small children. The Town Board agreed to have Councilor Brace coordinate with Janice Miller, Sue Murphy and Gene Laforte to review the options.

**Joe Gaidis, President of Lakeshore Baseball – Re: Batting Cage/Austin Park:** Joe Gaidis presented to the Board their proposal for installing a new style batting cage, and that they would like to begin planning for the next steps. The project requires posts to be buried for installation, they are installed flush to the ground and capped when the posts are not installed. He explained that this is the same style used at the varsity field. He reviewed the photos and diagrams in his presentation. The Town Board, Sue Murphy, Bridgett Winkelman and Joe Gaidis discussed possible ongoing maintenance and storage and if this project was approved. Town Attorney Brody Smith stated that this project would not fall under the bid process since it was not using public money. He asked Mr. Gaidis who would own this new equipment since part of it would be a permanent fixture in the ground at the Park. Mr. Gaidis did not answer. Attorney Smith stated that the Town could craft a revocable license agreement with Lakeshore Baseball. He stated that it would be an option for the Town Engineer to review this project also. The Town Board agreed to table this discussion to the February 23<sup>rd</sup> meeting so the Town Board and Town Attorney could further review the project and work on the license agreement.

*Resolution #17-011*

**Appointment of Planning Board Chair:** Councilor Badami reviewed the letter of recommendation from the Planning Board to appoint Joseph Southern as Chair to the Planning Board. On a motion of Supervisor Lanning, seconded by Councilor Coville and with unanimous (5-0) affirmation, the Town Board appointed Joseph Southern Chair to the Town of Skaneateles Planning Board.



**I-81 Resolution:** Supervisor Lanning read the draft updated I-81 Resolutions. This updated draft removed the reference to Destiny USA. He stated that there were two Resolutions presented to the Board for approval. The second resolution supports the grid system through the city. He stated that he requested the board to approve the first resolution supporting the I-81 highway corridor plan. Councilor Brace stated that the truck traffic is the major concern and there should be a more regional management of traffic and this resolution does not support that. The grid options would help the Syracuse downtown community be restored. There is a need for a western connection to central NY. If the grid option is approved, it would allow more money for regional transportation plans and improvements.

Supervisor Lanning stated that this resolution only states that 81 would continue through the I-81 corridor and not be detoured around, which could cause more truck traffic west of the city through the Fingerlakes region.

Supervisor Lanning made a motion to adopt the first resolution with the removal of the reference to Destiny USA and change the adoption date from December 15, 2016 to January 23, 2017. With further discussion on changes to this resolution Supervisor Lanning withdrew the motion and tabled the I-81 Resolution to February 6, 2017.

*Resolution #17-012*

**Review of Procurement Policy:** Attorney Smith explained to the Board that the Procurement Policy had not been changed from last year, this was procedural for the Board to review the policy each year. Supervisor Lanning stated that the only change is adding Michael Maxwell, Assessor and Joseph Southern, Chair of the Planning Board.

On a motion of Councilor Badami seconded by Councilor Howard and with (5-0) affirmation of the Town Board the Town of Skaneateles Procurement Policy was accepted with the changes as noted.

*Resolution #17-013*

**Finger Lakes SPCA Contract:** On a motion of Councilor Badami, seconded by Councilor Coville and with unanimous (5-0) affirmation of the Town Board Supervisor Lanning was authorized to sign the 2017 contract with Finger Lakes SPCA.

*Resolution #17-014*

**Authorize Bid for Sale of Timber – Reynolds property:** Supervisor Lanning explained that the Town would like to go out to bid for logging at the Reynold's property. The proceeds from sale of this timber could go to other conservation projects in the Town. The bid opening would be February 15, 2017. Forester, Bob Davis has marked the trees to be removed.

On a motion of Councilor Coville, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, authorized the bid opening for logging at the Reynolds property on February 15, 2017 at 10:00 a.m.

*Resolution #17-015*

**Advertise for Part Time Clerk to Zoning Board of Appeals:** On a motion of Supervisor Lanning, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board it was agreed to advertise that the Town of Skaneateles is now accepting applications for a part-time Clerk for the Zoning Board of Appeals and that this position would not exceed 15 hours per week.

*Resolution #17-016*

**Lease Agreement – Kenneth Richards:** On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, Supervisor Lanning was authorized to sign the lease agreement between the Limeledge Water District and Kenneth Richards to lease approximately 13.02 acres of property located in the Limeledge Water District for \$231.00.

*Resolution #17-017*

**Craig Richards Contract:** On a motion of Councilor Howard, seconded by Councilor Badami, and with unanimous (5-0) affirmation of the Town Board, Supervisor Lanning was authorized to sign the 2017 lease agreement between the Town of Skaneateles and Craig Richards to lease approximately 50 acres in the amount of \$1,655. The property is located on Rt. 20 East and is part of Lot 38.

*Resolution #17-018*

**Joel Russell Contract:** Supervisor Lanning reviewed the updated contract from Joel Russell to update the Town Zoning Code. Councilor Howard asked if this update is to incorporate the changes to the Comprehensive Plan or the entire Comprehensive Plan. Supervisor Lanning stated that Joel Russell will update the entire updated Comprehensive Plan and restructuring of the document. On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, Supervisor Lanning was authorized to sign the contract with Joel Russell to draft revisions to the Town of Skaneateles Zoning Law incorporating the new Town of Skaneateles Comprehensive Plan at an hourly rate of \$200/hour plus expenses, \$100/ hour for travel time, if needed, retroactive to January 1, 2017. The Town will also cover the cost of Mr. Russell's mileage, lodging, and meals if needed.

*Resolution #17-019*

**Delegate to the NYS Association of Towns Annual Meeting:** On a motion of Councilor Howard, seconded by Councilor Badami, and with unanimous (5-0) affirmation of the Town Board, Supervisor Lanning was designated as the delegate and Tax Collector, Lori Milne as the alternate to attend the Annual Business Session of the Association of Towns in New York City to cast the vote of the Town of Skaneateles.

*Resolution #17-020*

**Letter of Resignation – Todd Hall/Codes Enforcement Officer:** On a motion of Councilor Badami, seconded by Supervisor Lanning, and with unanimous (5-0) affirmation of the Town Board, Code Enforcement Officer, Todd Hall's letter of resignation was accepted and will be effective June 13, 2017.



The Board thanked Todd Hall for his years of service.

Supervisor Lanning discussed having the Codes Enforcement position and the Fire Inspector position separate and appointing a member of the fire department as Fire Inspector.

**Eastern Gateway Recommendations- Randall Arndt:** Marty Cregg of the Eastern Gateway committee presented to the Board their recommendations. He reviewed the topics that the committee discussed and what they were trying to solve. The appearance is what they were trying to enhance. He presented pictures of the eastern gateway. He stated that it needed to be a better quality visual experience. It has many contributors to the current situation for infrastructure, landscaping, changes in zoning and the ability to upgrade. There are new needs for the community such as senior/low income housing, Village growth creating a lack of space, new open space thinking and normal growth from current users and development. He stated that goals should be developed to encourage better behavior by talking to current property and business owners, leverage current projects to drive the new criteria, create suggested solutions, changes in zoning and create Town owned development options. He reviewed different options for walkways, bike paths, drainage, lighting and zoning issues. The current zoning asks for the buildings to be close to the road. The zoning limits the possibilities. He reviewed different options for signage. Their recommendations for future vision: trim lawns, setbacks from the road, lighting to create an entry rhythm, trees and foliage to soften the connection between visibility and encroachment, encouragement for additional new businesses and roles such as senior/low income housing and recreation. These ideas would need review from the NYS DOT. He stated that another recommendation would be to hire an outside firm with additional expertise to recommend a set of options.

Supervisor Lanning stated that there should be a public informational meeting, to get input from the community on these recommendations and if there are any other ideas or concerns. He stated that the town had a proposal from developer Randall Arendt. Councilor Brace stated that part of Randall Arendt's proposal is public input. Supervisor Lanning said that the cost of Mr. Arendt's proposal is \$7,500.

Councilor Brace asked the Board to review these recommendations and Randall Arendt's proposal and give the committee guidance on the next steps. Supervisor Lanning requested the committee to offer the Board an informational session, this could be scheduled at the February 6, 2017 Town Board meeting and they would review the recommendations and the proposal from Mr. Arendt.

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

▪*Update on Austin Park:* Attorney Smith reported the Village should be filing the documents from the Attorney General.

▪*Update on the Comprehensive Plan:* Supervisor Lanning reported that Howard Brodsky is nearing completion on his analysis of the existing zoning code and proposed zoning revisions that will come out of the draft Comprehensive Plan. Joel Russell is back from England and will be looking at topics that the Town may wish to pursue independent of the Plan and zoning analysis. Councilor Howard asked Attorney Smith if the Comprehensive Plan should be reviewed and go through the approval process with the updated Zoning Law or separately.

Attorney Smith stated that he would prefer to address them together. Councilor Howard would like the Comprehensive Plan to be able to be used before the Zoning Law. Attorney Smith will research this.

▪*Letter from Dave Loftus Re: Russ Zechman Subdivision/Water Extension:* Supervisor Lanning stated that the Town Board had received a letter from Attorney David Loftus, representing Russ Zechman, requesting the Town Board to issue and grant a permit to extend the water main to service three new subdivided lots and the homes to be built on the lots on the property at 3741 Fisher Road. Supervisor Lanning explained that the Zechman application was still going through the application process with the Planning Board. Attorney Smith recommended the Board wait to review or make any decision until after the Planning Board completes their process.

▪*Shepard Settlement Hamlet Meeting – Ken & Joan Scott's barn 7p.m. May 3, 2017*

▪*Hamlet Meeting Reminders: Mottville Hamlet Meeting 7p.m. February 8<sup>th</sup> at Mottville Fire Department; Skaneateles Falls Hamlet Meeting March 8<sup>th</sup> at the Skaneateles Falls Legion.*

*Resolution #17-021*

**Budget Amendments/Adjustments/2017 and Encumbrances:** On a motion of Supervisor Lanning, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the following budget amendments were authorized:

General Fund

\$ 35.00	Increase	010104.01.004.40	Town Board – C/E - Communications
\$ 35.00	Decrease	010104.01.004.00	Town Board – C/E
Adjust budget to reflect additional expense for Web Site support – Town News Letter			
\$ 10.00	Increase	085104.01.004.00	Community Beautification – C/E
\$ 2,100.00	Increase	014204.01.004.00	Attorney - C/E
\$ 2,110.00	Decrease	019904.01.004.00	Contingency
Cost of Doing Business			
\$ 800.00	Increase	067724.01.004.00	Programs for the Aging – C/E
\$ 800.00	Decrease	019904.01.004.00	Contingency
Mileage for program coordinators			
\$ 1,800.00	Increase	081604.01.004.64	Refuse/Garbage – Post Closure
\$ 1,800.00	Decrease	081604.01.004.00	Refuse/Garbage – C/E
Cost of Doing Business			

Part Town

\$ 4,900.00	Increase	090608.02.008.00	Medical Insurance – C/E
\$ 4,900.00	Increase	001170.02.000.00	Franchise Fees
Adjust budget to reflect additional expense for Health Insurance			

Fire Protection

\$ 1,625.00	Increase	034104.06.004.61	Fire Protection – Shepard Settlement
\$ 1,625.00	Decrease	034104.06.004.62	Fire Protection – Skaneateles



Adjust budget to reflect additional expense

Highway Part Town

\$ 5.00	Increase	090558.04.008.00	Disability Insurance – C/E
\$ 5.00	Decrease	090458.04.008.00	Life Insurance –C/E

Adjust budget to reflect additional expense

\$ 20,000.00	Increase	051104.04.004.00	General Repairs – C/E
\$ 20,000.00	Increase	003501.04.000.00	State Aid - CHIPS

Adjust budget to allow for 2016 Encumbrances

EW1 – Water Consolidated

\$ 20,500.00	Increase	083204.08.004.00	Source of Supply – C/E
\$ 350.00	Increase	083104.08.004.00	Water Admin – C/E
\$ 20,850.00	Increase	002140.08.000.00	Metered Water Sales

Cost associated with purchase of water

EW5 – Water Dist #5

\$ 15.00	Increase	090898.09.008.00	Other Employee Benefits – C/E
\$ 15.00	Decrease	083204.09.004.00	Source of Supply – C/E

Cost associated with Training

SW – Sewer Consolidated

\$ 3,200.00	Increase	081204.10.004.00	Source of Supply – C/E
\$ 3,200.00	Increase	002120.10.000.00	Sewer Rents

Cost associated with Sewer Disposal

**ENCUMBERANCES 2016**

**General Fund**

Purchase of Land – C/E	019404.01.004.00	\$ 20,000.00
------------------------	------------------	--------------

Money to establish a reserve to purchase Municipal Property

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 20,000.00

Reasonable – Per B. Winkelman

Planning - C/E – Legal	080204.01.004.58	\$ 29,000.00
------------------------	------------------	--------------

Prepare for Legal Costs associated with Completing Comprehensive Plan

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 29,000.00

Reasonable – Per B. Winkelman

Planning - C/E – Comp. Plan	080204.01.004.92	\$ 52,000.00
-----------------------------	------------------	--------------

Prepare for Legal Costs associated with Completing Comprehensive Plan

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 52, 000.00
Reasonable – Per B. Winkelman		

**ENCUMBERANCES 2016**

**Part Town**

Planning - C/E – Comprehensive Plan	080204.02.004.92	\$ 35,000.00
Prepare for Completing Comprehensive Plan Review		

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 35,000.00
Reasonable – Per B. Winkelman		

Planning - C/E – Legal	080204.02.004.58	\$ 22,000.00
Prepare for Legal Costs associated with Completing Comprehensive Plan		

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 22, 000.00
Reasonable – Per B. Winkelman		

**Highway Part Town Fund**

General Repairs - C/E	051104.04.004.00	\$ 60,000.00
Prepare for additional work for Town Roads		

<u>Time Line</u>	<u>Vendor</u>	<u>Amount</u>
1 <sup>st</sup> Half 2017	T.B.D.	\$ 60,000.00
Reasonable – Per B. Winkelman		

**Abstract #17-02:** On a motion of Supervisor Lanning, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board payment voucher #17-0088 to #17-0017 was authorized from the following funds:

General Fund:	\$ 32,234.29	Part Town:	\$ 2,053.67
Sewer #6	\$ 35.51	Limeledge Water	\$ 713.99
Highway	\$ 17,835.03	Water	\$ 1,339.75
Highway Part Town	\$ 2,225.28	T & A:	\$233,320.20
Fire District	\$135,232.86		
Total:	\$424,990.58		

**Abstract #16-26:** On a motion of Supervisor Lanning, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board payment voucher #17-0088 to #17-0017 was authorized from the following funds:

General Fund:	\$29,882.95	Part Town:	\$ 1,846.88
Highway:	\$ 5,781.82	Water:	\$ 537.66
Highway Part Town	\$ 2,225.28	T & A:	\$ 1,943.20
Total:	\$39,992.51		



**Public Comment:** No one came forward to comment

**Annual Accounting of Financial Records Audit of Town Books:** Budget Officer Bridget Winkelman explained that Town Law §123 requires that each town officer and employee who receive or disburse any moneys in the previous fiscal year shall account with the Town Board such monies by presenting their reports and certifying to the Board the amount they received during the 2015 fiscal year. If the books are not audited the Town is required to engage the services of a certified public accountant to do an annual audit within 60 days after the close of the fiscal year. In our case, we do both.

*Resolution #17-022*

On a motion of Supervisor Lanning, seconded by Councilor Badami and with unanimous (5-0) of the Town Board the certified financial accountings of the Town Clerk, were accepted as presented.

*Resolution #17-023*

On a motion of Super Lanning, seconded by Councilor Coville and with unanimous (5-0) of the Town Board the certified financial accountings of the Town Justice Major funds were accepted as presented.

On a motion of Super Lanning, seconded by Councilor Coville and with unanimous (5-0) of the Town Board the certified financial accountings of the Town Justice Dell funds were accepted as presented.

*Resolution #17-010*

**Executive Session:** On a motion of Councilor Coville, Seconded by Councilor Badami 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.

Meeting returned to open session and adjourned at 8:03 p.m. on a motion of Councilor Brace, Seconded by Councilor Howard.

Respectfully submitted,



Michele Norstad  
Clerk I