

**Town Board Meeting**  
**December 4, 2017**  
**6:00 p.m.**

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

**Also Present:** Sandy Wickwire, Martin Dillon, Dick Perkins, Jim Condon, Rob Howard, Beth Batlle, Sue Murphy, Bridgett Winkelman, Mark Tucker, Nancy Murray, Dessa Bergan, Kevin McCormick, Allan Wellington (Highway Superintendent), Jason Gabak (Skaneateles Press).

**Department Reports:**

*Highway, Water, Transfer Station:* Allan Wellington reported that the Highway Department had the plow trucks out one time in the past two weeks and 5 times for the season. Three employees attended a salt calibration seminar with the State DOT and Onondaga County Soil and Water. They made numerous truck repairs, cleared several plugged drainage culverts, straightened the guardrail along Crowhill bridge that had been damaged and took delivery of a new plow truck. In the water department they worked on 3 water breaks on County Line Road and Highland Avenue. They replaced a plugged water meter, installed an extension for a hydrant, and water services are now being installed on Master's Road. At the Transfer Station they have started selling the new hangtags for 2018 and shipped out a truck load of baled cardboard.

*Parks:* Sue Murphy reported that they had cut down and trimmed trees around the playground, and were still mowing and weed eating. They have replaced some of the light fixtures in the lobby of the Austin Pavilion and the swimming rafts are being refinished for next season.

*Budget:* Bridgett Winkelman reported that she had been preparing for the preliminary audit review scheduled for December, working on the year and payroll and posted the 2018 Budget information.

*Planning/Zoning/Codes:* Councilor Badami reported there were 3 open projects before the Planning Board and 5 building permits issued by the CEO totaling \$279,500 in value.

*Historian:* Beth Batlle submitted pictures and a report on Pearl Harbor.

Report attached

*Fire Department:* Supervisor Lanning stated there was no report.

**Minutes:** On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board the minutes of the November 20, 2017 were accepted as presented.

**Public Comment:** Sandy Wickwire, 1654 Pork Street, said Barry Maturevitz had received a ticket to stop work on Pork Street and has continued his logging operation and ignored the citation. Supervisor Lanning stated that Mr. Maturevitz is scheduled to be in Court next week.

**6:30p.m. Public Hearing – Fire Service Agreement:** Supervisor Lanning asked if anyone wanted to have the public notice read. No one made the request.

Dick Perkins, Skaneateles Fire Department explained that this was the 2018 renewal of the fire service contract with the Village of Skaneateles. The agreement is for a five year period with cost increases for each of the five years. He stated the five year renewal period makes sense since the agreement doesn't change from year to year just an increase in the cost and the Fire

Department is comfortable with the contract.

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

Supervisor Lanning asked if anyone would like to comment either for, against or have any comment at all. No one commented.

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

Councilor Brace stated that she was in favor of extending the contract renewal to five years. This will make it simpler for future Boards.

On a motion of Supervisor Lanning, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, Supervisor Lanning was authorized to sign the 2018 Fire Service Agreement with the Village of Skaneateles and the Skaneateles Volunteer Fire Department, Inc.

**Reschedule Public Hearing for Local Law - Mandana Parking Law:** Supervisor Lanning explained to the Board that the Public Hearing that was scheduled for December 4th was not published and the Board needed to reschedule the hearing.

On a motion of Supervisor Lanning, seconded by Councilor Coville and with unanimous (5-0) affirmation of the Town Board, a public hearing was scheduled for 6:30 p.m. on December 18, 2017 to consider Introductory Local Law 2017-E, a Local Law entitled “Mandana Parking Lot Law”.

**Request from Spectrum (Charter) and National Grid to allow underground cables in the Town’s Right of Way on Hencoop Road:** Allan Wellington stated that he had been approached by Spectrum (Charter Communications) to add poles for cabling along Hencoop Road. He explained that it is in the right of way and National Grid already has utilities in the right of way. Attorney Smith stated that his office had reviewed the request and he has prepared a resolution for the Board which includes maps with the location of the poles. He stated that Spectrum (Charter Communications) would have the right to do this with their franchise agreement but they are asking for approval. There would be 4 poles and some underground cabling. Allan stated that the poles and cabling would be in the right of way and would run in line with pre-existing National Grid utilities which was an agreeable location. Councilor Howard asked if the placement of the poles was far off the highway. Allan said that they would be in the right of way which is where the current poles are located.

On a motion of Councilor Badami seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board the Town grants Charter (Spectrum) permission to erect four (4) poles in the locations as identified on the maps attached hereto, for Charter’s (Spectrum’s) advancement of its Cable System pursuant to the Franchise Agreement. And, that the Town grants Charter (Spectrum) permission to install and bury its cables in the locations as identified on the maps attached hereto, for Charter’s (Spectrum’s) advancement of its Cable System pursuant to the Franchise Agreement.

**Introduce Local Law – Open Space Plan:** Attorney Smith stated he had prepared a Resolution to consider a Local Law entitled “adoption of the Town of Skaneateles Open Space Plan”. He explained this would be an appendix to the Comprehensive Plan and referred to Town Law section 272-a which requires a special board to hold a public hearing to allow the public to comment and participate in the proposed amendment to a comprehensive plan. After the special committee, in this case it would be the Open Space Committee, holds its public hearing the Open Space Plan would be forwarded to the Town Board to consider and hold its own public hearing. Attorney Smith recommended the Board refer the Open Space Plan back to the Open Space Committee with instructions to hold a public hearing to get input from the public. He also said the Board could declare itself lead agency for SEQR review and declare this as a type 1 action and refer it to the following agencies: SOCPA, Town Planning Board, Town Zoning Board of Appeals, and the Village of Skaneateles. He stated that after this was completed the Board could decide how to go forward.

Councilor Howard stated this process will involve the new Board, should it be started now or after the new Board takes office. Attorney Smith stated the change in Board members would not be a problem. Councilor Howard asked if the Open Space Committee makes the arrangements for a public hearing or would the Town Board. Attorney Smith stated either could, but it would have to be advertised. The public hearing is for the committee to make changes from the public’s input before it comes to the Town Board. Councilor Howard said she could contact the committee members to schedule a date.

Councilor Brace asked if the SEQR review, declaring the Town Board lead agency and asking Councilor Howard to refer it back to the committee could be approved tonight. Attorney Smith said yes, he has prepared a resolution and Part 1 of the EAF for the Board to approve tonight if they so choose. Councilor Badami asked if a date had to be added to the resolution. Attorney Smith said that you could talk to the committee and put it on the next agenda or you could give them a date. Councilor Brace asked if they could move on this resolution tonight contingent on a date to be determined by the committee within the next 6 weeks. Attorney Smith said yes the Board could do that.

Supervisor Lanning said there had been a lot of hard work put into this document and thanked the committee. Councilor Howard thanked the CNY Regional Planning and Development Board for their part.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the Town Board declares itself as lead agency for purposes of a coordinated review under SEQR, classifies the Skaneateles Open Space Plan as a Type 1 Action, refer the plan to the necessary agencies and forward the Open Space Plan to the Committee to conduct a public hearing within the next 6 weeks.

\*Upon researching the Open Space plan discussions at previous meetings. It was found that the Open Space Plan had previously been referred to the necessary agencies and would not have to be referred again.

**Sims Building Project:** Councilor Brace reported to the Board that she had reviewed the bill from Building Energy Solutions, the engineering firm working with Janice Miller, and ask the

Board's approval for payment of \$4,145. The Board previously approved engineering services not to exceed \$4200. The engineering services have been completed. Also, Janice Miller has updated her contract cost for services to \$8,840 and we have to date paid \$7,600 which leaves a balance due of \$1,240 plus \$41.13 in printing costs, for a total of \$1,281.13. Councilor Brace stated it would be up to the next Board if they are going to proceed with further evaluation of the existing building or continue with the design for a new building. She recommended that the Board make these payments. It was decided that these invoices would be added to the December 18, 2018 abstract for approval.

Councilor Brace stated she would like to add that there is a reasonable proposal on the table for renovations or services to the existing building and asked if the matching grant can be used for renovations or is only for construction value. Supervisor Lanning stated they didn't know if it could be used for renovations. She would like to see this reviewed.

**YMCA Water Issue:** Supervisor Lanning stated there was a request from the YMCA for review of one of the water meters that they believe they are being overcharged for. Bridgett Winkelman explained that the meter in question was a meter measuring grey water. Grey water meters are used to measure water usage and not charged to sewer usage. The YMCA is stated that the water comes through the master meter and then through the grey water meter therefore being double charged. The meter was installed at the YMCA's request. Bridgett stated that she only receives the readings for billing purposes. She stated the Y requested this meter, the Town did not require an additional meter. She does not know how the meter was installed or how the location was determined, it was done by the Y. Supervisor Lanning asked when it was installed. Neither Bridgett Winkelman nor Allan Wellington knew how long the meter had been in this location. Supervisor Lanning explained that sewage bills are based on water usage, if there is water that is not going into the sewage system these grey meters are set up to meter this water and not charge sewer on its usage. This second meter was set up for that purpose.

Mark Angelillo, representative from ChemTreat, said his company does the industrial water treatment for the cooling tower at the Y. He explained that he was asked to look into the water usage by Matt Major. He met with Joe Dwyer, Town of Skaneateles Water Foreman, to review the location of the meters in the building. There is a meter in the front of the building that services the pool, a meter in the back of the building that services the rink and then the grey water meter that services the water going to the Zamboni and the cooling tower. There are currently 3 accounts invoiced for water usage in the building. The problem is the grey water meter is fed off the rink meter. The water runs through the rink meter and then through the grey water meter, so they are being billed twice for the same water. Mr. Angelillo referred to the diagram he presented to the Board which illustrated the location of the meters. The Y is requesting the billing for this meter be stopped and a credit given for water billed through the grey water meter.

Councilor Coville asked if a plumber has been scheduled to fix the location of the meter. Mark Angelillo stated that it doesn't need to be fixed it just needs to be an account that is not invoiced. Allan Wellington asked if that meter should be installed before the master meter. Mark Angelillo said no, it's installed properly to deduct the sewage charges from the rink water. Allan said if it was installed before the master meter it would never be charged.

Supervisor Lanning asked, who handles the plumbing and engineering for the Y. Mark stated he

did not know. The Board reviewed the diagram of the meters at the Y.

Bridgett Winkelman stated that all of the Town's grey water meters are charged for water usage but not sewer, because it is still water being used but not released into the sanitary sewer. She also stated that the Town did not decide where this meter was installed at the Y and the Town had not charged the Y on this meter since the discrepancy had been reported.

The Board requested Mark Angelillo and the Y contact Town Engineer, John Camp with a plan for him to review before a decision can be made.

**SMTC Study:** Supervisor Lanning stated SMTC is going to meet with Janet Aaron, Supervisor Elect and schedule a public information meeting.

**Skaneateles Falls Park Pavilion:** Supervisor Lanning stated there was nothing to report.

**DOT Substance Testing Services Agreement:** Supervisor Lanning explained to the Board this was a yearly agreement with Five Star OCC MED for our required DOT Substance Testing. Councilor Brace asked if there was a fee schedule in the agreement. Julie Stenger, Deputy Town Clerk said she would provide the fee schedule to the Board for the December 18<sup>th</sup> meeting. The agreement with Five Star OCC MED was tabled till December 18, 2017.

**Authorize closing The Transfer Station at Noon on December 22, 2017:** Supervisor Lanning explained the Town was scheduling a Christmas Luncheon for Town Employees on December 22nd at 1:00 p.m. and they are requesting approval for the Transfer Station to close at noon on that day so the employees could attend. He stated the Board had done this the last few years. The Board asked Allan Wellington if there was a problem with this. He said no. The Transfer Station will be open Saturday December 23<sup>rd</sup> and Tuesday the 26<sup>th</sup> regular hours.

On a motion of Councilor Coville, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, the Town Board approved the closing of the Transfer Station at Noon on December 22, 2017.

**Deputy Tax Collector Seasonal Appointment – Joan Thompson:** Budget Officer Bridget Winkelman stated this was Tax Collector, Lori Milne's appointment and it was budgeted for in the 2018 Budget.

On a motion of Councilor Coville, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the Town Board approved the appointment of Joan Thompson as Deputy Tax Collector.

**Announcements/Correspondence/Updates:**

*Update on Recreation Easement – Mill Rd/Old Seneca Turnpike:* Nothing new to report

*Update- Eastern Gateway:* Nothing new to report

*Update on Consolidated Water District Extension:* Councilor Brace updated the Board on the meeting she and Councilor Howard had with the Village Engineer Shannon Hardy and representatives from the Village Board and the Village Municipal Board. She stated that it was a very informative meeting about the water system. Shannon Hardy was fantastic explaining the water system. She stated the Village supports the Town in creating this water district but they

would like it done so everyone is on the same page. It was a very useful meeting explaining the pressure issues in various parts of the Town and Village. She said the Andrews Road water district could be serviced by a fire flow pump and a daily pump and that would be a different cost than a tower. They talked about the Villages 3 million dollar water main replacement project and how this is going to be very beneficial to the entire system. Councilor Howard stated that they said the water pressure problems would be solved with this main replacement, the project is scheduled to take place in 2018. They asked about fire flow capacity and Shannon Hardy said one large tank might not be the answer; a few smaller tanks might give more capacity. Shannon was also concerned about the overall cost after all the interest and bonding to the water customers, and would it be beneficial. Councilor Brace stated that the Town Board needs to task the Town's engineer more clearly on the project.

*Codes Enforcement Officer Update:* Supervisor Lanning reported that the interviews for the Codes Officer are being scheduled.

**Abstract:** On a motion of Councilor Howard, seconded by Supervisor Lanning and with unanimous (5-0) approval of the Town Board, voucher #17-1421 to #17-1497 were authorized from the following funds:

General Fund:	\$ 20,662.47	Part Town:	\$ 1,531.21
Highway:	\$ 96,697.41	Highway P/T:	\$25,201.56
Water:	\$ 1,066.80	Street Lighting	\$ 1,446.59
Total:	\$146,606.04		

**Budget Amendments:**

General Fund

\$ 65.00	Increase	012204.01.004.00	Supervisor – C/E
\$ 65.00	Decrease	012204.01.004.39	Supervisor – C/E - Other

Cost of Doing Business

\$1,800.00	Increase	013354.01.004.58	Assessments –C/E - Legal
\$1,800.00	Decrease	019904.01.004.00	Contingency

Assessment costs associated with Groves Settlement

\$100.00	Increase	014104.01.004.65	Town Clerk – C/E – Advertising
\$ 50.00	Increase	019204.01.004.00	Municipal Association Dues
\$150.00	Decrease	019904.01.004.00	Contingency

Legal postings by Town Clerk, additional association fees

\$ 175.00	Increase	088104.01.004.00	Cemeteries – C/E
\$ 175.00	Increase	002680.01.000.00	Cemeteries – P/S

Cost of Doing Business

Part Town Fund

\$ 125.00	Increase	080204.02.004.65	Planning – C/E – Advertising
\$ 125.00	Decrease	080204.02.004.00	Planning – C/E

Balance expenses within department

Highway Part Town Fund

\$ 2,000.00	Increase	051101.04.001.55	General Repair – P/S – Equipment Maint.
\$ 2,000.00	Decrease	051101.04.001.00	General Repair – P/S

Balance expenses with in department

**Public Comment:**

Nancy Murray addressed the Board about her work on the Western Gateway. She said she had spoken to Richard Malcolm, manager at Mirbeau about the maintenance of the benches at the Mirbeau property installed as part of the Town’s Western Gateway project. He said Mirbeau would take responsibility for the maintenance of these benches. She stated she was happy to continue her work with the Western Gateway and is meeting with the NYS DOT about additional work in the Gateway.

Beth Battle asked the Board what was happening at Grace Chapel with the excavation near the Town’s property. Supervisor Lanning stated Grace Chapel is expanding their parking lot.

Dessa Bergan asked the Board about the Codes Officer position. She asked if they had spoken to former Codes Officer Debbie Williams. Supervisor Lanning said they are interviewing for the position.

Mark Tucker said he is a member of the Open Space Committee and there are corrections that he had pointed out that still need to be addressed.

**Executive Session – Attorney/Potential Litigation:** On a motion of Councilor Coville, seconded by Councilor Badami and with unanimous affirmation of the Town Board, the Board moved to Executive Session at 7:15 p.m. to discuss potential litigation.

The meeting was returned to open session and immediately adjourned at 8:10 p.m.

Respectfully submitted,

Julie A. Stenger  
Deputy Town Clerk