

Town Board Meeting
February 6, 2014
7:00 p.m.

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

Also Present: Julie Stenger, Bill Pavlus, Allan Wellington, Joe Genco (Skaneateles Press), Jonathan Monfiletto (Skaneateles Journal), Bridgett Winkelman, Dave Laxton, Dick Searing, Jim Clary, Craig Richards.

Department Reports

▪**Highway, Water, Transfer Station:** Allan Wellington said they have plowed 24 times since the last meeting. They fixed the drainage issue on Crow Hill Road that was icing the road. They have been fixing water main breaks and frozen water meters and working on the switch over at the reservoir. At the Transfer Station they enclosed the hydraulic pumps to protect them from freezing.

▪**Parks:** Sue Murphy reported that she met Saturday with the farmer's market vendors to discuss new ideas for the Saturday Market. The Thursday and Saturday markets will start in May and end in October. She also reported that she met with the Gadjos to go over plans and preparations for the dugout and field improvement project at Austin Park. Playday information will be sent out by email to past campers next week for "save the dates" this summer. Employment ads went in the papers for lifeguards, playday counselors and park labors.

She thanked the Skaneateles Figure Skating Club and Skaneateles Youth Hockey for working together and being flexible with their contracted times as schedules changed due to snow days and school closing. She expressed thanks to the crew at Austin Pavilion for being flexible with last minute schedule changes.

▪**Animal Control:** Supervisor Sennett reviewed the January report showing 18 calls with one unusual call made on the 29th for an injured hawk.

▪**Budget:** Bridgett Winkelman reported that she mailed out Water District #3 bills, completed the 4th payroll for 2014 and is preparing the books for Cuddy & Ward when they come back on February 18th to finish the audit.

Resolution #14-20

Minutes: On a motion of Councilor Brace, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, the minutes of January 16, 2014 were accepted as presented.

SkanRaces: Dick Searing reported that this is the 10th year for the SkanRaces. He said they are again requesting to utilize the streets, roads and parks within the Town and Village of Skaneateles for their Labor Day weekend races. This will include the Skinnyman Triathlon on Saturday August 30th the Escape from The Judge Open Water Swim and the Skaneateles road race just prior to the parade on Sunday, August 31st. He discussed these events with the Skaneateles Police Chief and pending the approval of the Village Board they will work closely with the Skaneateles Police, Onondaga County Sheriff's Department, the Skaneateles Fire Department and SAVES to ensure safe operation of all events. He said that they are a 501C3

organization and Authoriall proceeds are returned to fitness and health related groups, projects and activities.

Councilor Brace asked if they were willing to accommodate the swim area that will be open through Labor Day. Mr. Searing said this is not an issue at all and they will just move the buoys out of the way and back again. They will also provide the lifeguards for the event.

Resolution #14-21

On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board the SkanRace events for 2014 were authorized subject to receiving a certificate of insurance naming the Town and Village as additional insureds.

Contracts – Land Rentals

Resolution #14-22

-Craig Richards: Supervisor Sennett explained that the lease with Craig Richards is for a 50 acre parcel the Town owns behind Grace Chapel.

Craig Richards said his family has farmed here for many years and he currently has 1500 cows and has rented this property since 1989. His row crops feed his dairy cows.

Councilor Howard questioned if the property drains into Sucker Brook and if he followed Best Farm Practices. Mr. Richards said yes to both. Councilor Howard questioned why he didn't spread manure on that property. Mr. Richards said that the Town put it in the contract that he could not spread manure. He noted that manure is excellent "green" fertilizer. Councilor Howard questioned what type of fertilizer he uses. Mr. Richards said EPA approved herbicides. Councilor Howard said she has no objection to spreading manure and she is glad he follows best farm practices to protect the watershed. Mr. Richards said he follows the whole farm plan and the CAFO program under Federal and State regulations. Councilor Howard suggested removing from the contract that manure could not be spread. Mr. Richards said that there are only certain times of the year you can spread manure he already has the seed in the ground for this year's alfalfa crop which is in the 2nd year of a 3-4 year rotation, so he couldn't spread anyway. He said if the Town Board wanted to change it next year he would be able to spread manure then.

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 lease agreement with Craig Richards.

Resolution #14-23

-Kenneth Richards: Supervisor Sennett said that this lease was for 7 acres of tillable property located in the Limeledge Water District.

On a motion of Councilor Howard, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board Supervisor Sennett was authorized to sign the lease with Kenneth Richards.

New Features Town Website: Janet Aaron reported that recent changes to the Town's website should give even better ways for the public to obtain and view information. She displayed on the large screen behind the Town Board the updated calendar. The calendar previously had rows of

scheduled meetings. That still remains but in addition a grid calendar has now been added that allows viewing a month at a time and also allows links from the calendar to the meeting agenda, public notices, etc.

Two new items have been added to increase the ability for the public who attend our meetings to view information on our screen and those going to our website to view projects before the Town. Apple TV was added to our screen behind the Board allowing wireless connection using any Apple device for making presentations to the Boards and the public in attendance. We are working on the ability to use this with all devices but currently it can only recognize Apple devices and can only be accessed with a WiFi connection. Presenters will still have the ability to connect laptops to the screen by connecting to the hard wired connections.

She said a DropBox account was established to allow the public and members of the Boards better access to projects and proposals being presented to the Town. Dropbox is a web-based file hosting service using cloud computing that enables the Town to share files and folders with others across the internet. She said in simpler terms, if we are able to scan a file or receive it electronically we can then upload the file to the Town of Skaneateles website and visitors can then link automatically to the file they are interested in reviewing. Visitors will not be required to have a Dropbox Account.

She reported that this last week pages for Outreach, the Historian and Court were added that did not have a presence on our previous website. We also corrected an error between our internet provider and the website hosting service in emailing through the website to the different departments has been corrected.

She thanked the members of the Website Committee, Karen Barkdull, Julie Stenger and Sue Murphy for their input and current maintenance of our website.

Karen Barkdull then showed examples of how site plans for the upcoming Planning Board meeting could now be viewed and by going to the Planning Board page you could view site open projects before the Planning Board.

The Town Board stated that they were very pleased with the changes that allowed easier access to information before the Town.

Town Newsletter: Supervisor Sennett reported that the Town Newsletter is distributed to everyone in the Town four times a year to 4600 homes. That amounts to 18,400 issues that average 5 pages each or 92,000 pages. With the new website she questioned if the Town Board still wanted to mail out newsletters to every household. She also reported that she now has a monthly column in the Skaneateles Press that she can provide updated information to the public. She said we have two good reporters who regularly attend the Board meetings and because both newspapers are free she feels that the public has several ways to obtain information about what is going on in the community.

Bridgett Winkelman said that the newsletter went out three times in 2013 and at a cost of approximately \$2400 each.

Councilor Howard suggested that we still have the newsletter produced for the website and print some to have available at a few places throughout the town.

Councilor Murray said she is concerned about the loss of communication. Many people do not have computers.

Councilor Brace said maybe it is feasible to have people sign up for copies if they want the newsletter mailed.

Supervisor Sennett said that having fewer issues during the year could be considered and asked the Board to consider this further.

Resolution #14-24

Mulch Proposal: Allan Wellington reported that currently the Town has 5,000 cubic yards of mulch and NYSDEC regulations do not allow for it to be burned or buried. A local landscape business is interested in purchasing all the existing mulch plus all mulch available in the future. He recommended going out to bid to sell the current surplus but to still keep enough on hand for our residents. He also recommended that it would not cost much more to double grind the remaining mulch for our residents and it would be a better product. Selling the mulch could help offset the cost of grinding which is approximately \$9,000 a year. He questioned if the mulch needed to be declared surplus.

Attorney Taylor said that the mulch would be considered excess and nonessential to the operation of the Town.

Allan Wellington said that the Town could load the mulch for the successful bidder. Councilor Howard questioned how long it would take to fill a 40-yard container. Allan said about five minutes or less.

Councilor Howard questioned if double ground mulch would be suitable for animal bedding. Councilor Greenfield said it would not be as absorbent or as dry as sawdust.

On a motion of Councilor Brace, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Board, Attorney Taylor was authorized to prepare the bid documents for the excess mulch and to schedule the bid opening for 10 a.m. on March 18, 2014.

Resolution #14-25

Request to Waive Fee for Austin Pavilion Use – Rotary/Father’s Day Breakfast: On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Board, the fee for use of the Austin Pavilion by the Skaneateles Rotary Club for the Father’s Day Pancake Breakfast was waived.

Letter of Engagement – Grants/Loans For Water System Piping Project Mackenzie Hughes LLP: Supervisor Sennett reported that the Town and Village worked together to update the water system with the UV disinfection system. The proposal from Mackenzie Hughes will seek grant monies and will work on a commission for any grants awarded. Grants would support the update to the Village water system on East Street where they are installing new piping. The Town could then determine their project for improvements which is likely to be

planning for water towers on the east and west side of town to improve water pressure and fire flow. Grant applications are looked upon more favorably if more than one entity is involved and it is prudent to get in line now for 2014 funding.

Councilor Murray said that she thought this should be tabled for further discussion. She believes this might be premature until we determine what the town needs are and to have it clearer how the costs will be divided.

Councilor Brace said the Town should strike while the iron is hot. There is not a cost unless they are successful. Improvements to the Town system would be too expensive for the number of customers we have without applying for grants. She said we could seek proposals from other companies if the concern is the cost.

Councilor Greenfield said we need to scope out what the needs of our own water system are. He said it should be written in the proposal that the Town has not identified our project. Right now the only plan is the East Street pipe replacement project in the Village.

Supervisor Sennett said that Doug Wickman reported to the Town that we will have to do something to improve the system for our town water customers. C & S documented that in their study. She said if we work with the Village we have a better chance of getting money and you have to get in line early to get funding. She said even though the town has not identified our projects yet it is important to go forward with this together with the village.

Councilor Brace said once grant money has been identified then the town and village can choose the areas they want funded.

Supervisor Sennett said it is important for the Town and Village to get in the Q to facilitate listing on the NYS Environmental Facilities Corporation's Intended Use Plan (IUP) for the water system piping project. The Village has to get in the Q but it is better if both the Town and Village are listed on the same IUP. Even though the Town does not know the cost and full extent of their projects, we do know we will have to make improvements including adding water towers that would help the overall system.

Councilor Brace said that Mackenzie Hughes was successful in obtaining funding for the ultraviolet light project.

Bridgett Winkelman noted that the Village was lead agency on that project. She questioned if the grant is like the UV project where the grant money and cost for writing the grant is split 50/50. Supervisor Sennett said she thought cost for writing the grant for the UV project was paid for by the Village. Ms. Winkelman said the expense sheet that the village submitted shows that it was split 50/50. Supervisor Sennett said she would follow up on it.

Councilor Brace suggested with all the different concerns that the terms of the agreement should be rewritten.

The Town Board agreed to table to the February 20th agenda and have Attorney Taylor work with Mackenzie Hughes to change the language of the agreement.

Resolution #14-26

2014 Community Development Funding: Supervisor Sennett said that there are eligible areas in the northern part of the town. The maximum grant would be \$50,000. Certain criteria has to be met in order to be eligible. Some possible projects may help support the water system but the Town Board would need to hold a public hearing to hear from the public if there are any other projects that they wish the Town Board to consider.

On a motion of Councilor Murray seconded by Councilor Howard and with unanimous (5-0) of the Board, a public hearing was scheduled for 7:30 p.m. February 20, 2014 to consider projects to submit for the 2014 Community Development Funding.

Resolution #14-27

NYS Association of Towns Delegate – Lori Milne: On a motion of Councilor Howard, seconded by Councilor Brace, and with unanimous (5-0) affirmation of the Board, Lori Milne was designated as the delegate to attend the Annual Business Session at the Association of Towns conference in New York City.

Announcements/Correspondence/Updates

Syracuse 20/20 –Creation of a Commission on Local Government Modernization: Supervisor Sennett announced that a Commission on Local Government Modernization has been created. Their first meeting will be held in a few weeks where they will start to examine local governance and service delivery throughout Onondaga County.

-Onondaga County Planning Federation Planning Symposium: Supervisor Sennett announced that the Onondaga County Planning Federation was holding their 26th Annual Planning Symposium on March 13, 2014 at the Convention Center at Oncenter. Anyone wishing to attend must submit the fee and registration by February 21st.

-Safety Meeting Scheduled for 9 a.m. February 10, 2014: Supervisor Sennett reported that a safety meeting has been scheduled to review what is in place and what needs to be added and improved upon. She along with Councilor Howard, Allan Wellington, Julie Stenger, Sue Murphy and Joe Dwyer will make up the Safety Committee.

-Update on Village offer to move Town Hall: Supervisor Sennett reported that a couple of people have expressed concern about the structural condition of the truck bays at the old fire department. She contacted Doug Wickman from C & S Engineers and has asked him to look at the proposal. She also had a discussion with Jorge Batlle who is in the truck bays a lot sorting through records that are temporarily stored there. He stated that he also has heard concerns about the structure of the west wall and he confirmed that the Village had that all repaired.

Councilor Brace said that the Village did repair the west wall and they also repaired the settlement in the floors. She explained that the debris outside the west wall of the truck bays was from the repairs required cutting new expansion joints in the block, along with other minor repairs. The contractor may have left some mortar or debris behind. The Village postponed leveling the floors in the truck bays until it was decided what it would be used for. She compared the use of the old railroad bridge previously discussed, to the truck bay floors. Both were used to support much heavier equipment. The train over the bridge would now only be

used for pedestrian travel and the fire trucks on the floors would be used for employees, desks and file cabinets. The change in use now would not require them to meet the same structural requirements. Councilor Brace said that the Village also repaired the roof and corrected the drainage. She agreed that Doug Wickman should review the structure of the building with structural engineers. She and her firm QPK was involved with the design of the new village offices and therefore, cannot be involved now with the feasibility study.

Councilor Greenfield said he discussed the building with Andy Ramsgard who previously had been engaged by the Village to do a feasibility study. Mr. Ramsgard is now willing to complete the study for the Town at a reasonable fee.

Supervisor Sennett said in 2008 the Village and Town did a space analysis study for what they would need at that time when they were going to move together into that building. The Village did not require anywhere near the amount of space that was initially proposed in 2008. She said we have to relook at the needs of the Town and this Board has to decide what needs are essential.

Councilor Murray said the cost will be an important consideration.

Councilor Brace said that an outline would need to be developed by the Board on what we expect the feasibility study to address and answer.

Supervisor Sennett said she talked to Supreme Court Judge, Jim Murphy on the court requirements. He stated that there are no mandates for the requirements on what the court has to have for space, etc., but there are safety considerations if the Town moves forward with this proposal. The safety considerations would include holding rooms, and youthful defender areas to name a few. As we move forward Judge Murphy has agreed that he would be available with any help he can provide. Councilor Brace said that they discussed the possibility of sharing a courtroom facility with adjoining Towns.

Supervisor Sennett said the review is still in the beginning stages and the Board will have to make a decision on the feasibility study. She believes the feasibility study should include consideration for moving the Town Hall to the village, redoing the current Town Hall or building a new building.

The Town Board decided to continue their discussion on the feasibility study at a future meeting.

-Update on Meeting with NYSDOT re: Jordan Rd. Bridge & Discussion of Creekwalk Committee: Councilor Brace reported to the Town Board that on January 30, 2014, Supervisor Sennett, Counselor Brace, Town Engineer Doug Wickman, and Town Attorney Tom Taylor met with Onondaga County DOT Commissioner Brian Donnelly and the DOT attorney and engineer.

Mr. Donnelly explained that the Jordan Road bridge replacement is one of the County's current road repair projects eligible for federal aid. The County's share of eligible expenses is 5%. DOT suggests removal of the old railroad bridge which is owned by the Town, as it simplifies the bridge reconstruction; removal, and the design documents are already underway based on previous Town Board approval.

She said members of the Town Board have expressed an interest in retaining the bridge for future pedestrian access across the creek, and eventual connection to an extension of a creek-side walk/bike trail system using the existing railway right of way.

Councilor Brace said that DOT offered the following options for the old railroad bridge adjacent to Jordan Road.

1. Remove old train bridge at no cost to Town, as it would be less expensive to DOT and would be reimbursable as part of the reconstruction costs. No cost to Town.
2. Leave the bridge in place, and provide temporary retaining walls for excavation supports. DOT would cover re-design costs, but asks that the Town contribute the local share (5%) of the cost for the added costs of the temporary retaining wall construction. Estimated cost of the added work: \$36,250. Cost to the Town: \$1,812.00.
3. Widen the new bridge to provide pedestrian lane on one side. The federal government deems this to be a “betterment”, which is not eligible for this type of road repair under federal funding. Estimated costs of widening the bridge: \$120,275. The entire amount would be Town expense, which is not considered a reasonable option by either party.

Before deciding on Option 1 or 2, the DOT suggested that our Town Engineer evaluate the bridge for any obvious structural concerns.

Due to the immediacy of the work and approval processes that are necessary. DOT requested a final determination by April 1st, or April 15th at the latest.

Councilor Brace said Town Engineer, Doug Wickman submitted a proposal via a February 4th email for a licensed PE with bridge expertise to conduct a visual evaluation of the bridge in the amount of \$500.00. They will complete the inspection and provide a summary memo prior to April 1st for Town determination of response to DOT.

Councilor Murray told Councilor Brace that she did a great job reporting on this meeting.

Councilor Brace said the \$500 would be money well spent and recommended that the Town Board authorize Mr. Wickman to do the inspection.

Councilor Howard said she thought that an inspection was overkill and she believes the bridge is in good enough shape to walk across. She thought \$500 was too much to spend.

Supervisor Sennett said that she believes for the protection of the Town that the inspection should be done.

Allan Wellington said the bridges would have to be re-decked and reminded the Board that there are two other similar bridges along the trail.

Councilor Brace said that a citizens committee should be formed to work on the continuation of the trails. This has been encouraged by Onondaga County Sustainable Development Plan.

Councilor Howard said that this would be an extension of the park system from the Village through the Town.

On a motion from Councilor Brace, seconded by Councilor Howard, to authorize C & S to do a structural inspection of the railroad bridge per Mr. Wickman's February 4th email at a cost not to exceed \$500.

Councilor Greenfield suggested that since we are doing an inspection of this bridge we should also see if C & S Engineers can do all three bridges and give us a better deal. Bridgett Winkelman said that there is money in the general fund budget for engineering fees.

Supervisor Sennett said that if the DOT had initially known that the Town wanted to save the bridge the Town would not now have to spend the \$1,812.00.

With the suggestion by Councilor Greenfield, the Town Board agreed to rescind their vote on the original motion but agreed to request a new proposal from C & S Engineers to review all three bridges and table their decision to the February 20, 2014 meeting.

-Western Gateway Landscaping Update – Councilor Murray: Councilor Murray said that she has called the NYSDOT and discussed possible changes to the landscape plan with Kelly Thompson. She would update the Board when she hears back from NYSDOT. Councilor Howard thanked her for all her work.

Resolution #14-28

Abstract #14-03: Supervisor Sennett said that one voucher is payment to SAVES for the amount the Town budgeted in 2014. Jeff VanBeveren, Executive Director from SAVES is here tonight.

Sue Murphy complimented Mr. VanBeveren who acts as the medical director for the Playday Program and does the required training so that our counselors and lifeguards can obtain their CPR, AED and first aid training.

Mr. VanBeveren said that it is a privilege working with the Town. He became Executive Director for SAVES in 2004 and he is very proud of the organization. He said SAVES started in 1967 and George Newton, Ted Astemborski and Jorge Battle were founding members who are still involved. George Newton still volunteers 12 hours a week. He thanked the Board for their support.

Supervisor Sennett asked if he could update the Board a couple times a year. He agreed.

Mr. VanBeveren said that SAVES has a meeting room for 50 if the Board ever needs an additional meeting space.

Councilor Murray requested looking at a couple of vouchers that she questioned in the abstract. After reviewing the original invoices she made a motion, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Board to pay voucher #14-0048 to voucher #14-0121 from the following funds:

General Fund:	\$122,778.08	Part Town:	\$ 1,472.40
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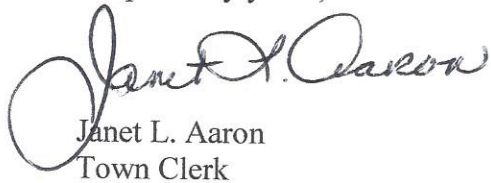
Highway: \$ 28,173.78
Fire Protection: \$107,892.00
Water: \$ 10,675.62
Sewer: \$ 8,956.34
T & A: \$ 649.28

Highway P/T: \$ 106.77
Lighting: \$ 2,068.30
Water #5: \$ 60.90
Sewer #6: \$ 1,431.37

Total: \$ 284,264.84

Meeting adjourned at 8:30 p.m.

Respectfully yours,



Janet L. Aaron
Town Clerk