

Town Board Meeting
April 2, 2015
7:00 p.m.

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

Also Present: Richard Ward (Cuddy & Ward), Bridgett Winkelman, Allan Wellington, Dave Colegrove, Jonathan Monfiletto (Skaneateles Journal), Jason Gabak (Skaneateles Press).

Department Reports

▪*Highway, Transfer Station, Water:* Allan Wellington reported that the highway plowed three times since the last meeting. They have been doing machinery repairs and patching pot holes. They have filed the necessary paperwork on the replacement of the Fennell Street Bridge and worked with National Grid on the relocation of the gas and power lines. In the Water Department they had one water break and have thawed meters and water services. They used a Pulse Jet De-Icer that was recently purchased and is co-owned by the Town and Village of Skaneateles. They also attended a Dig Safely training meeting. At the Transfer Station two new garbage compactors were delivered and the guard house was relocated.

▪*Parks:* Supervisor Sennett read the report submitted by Sue Murphy. The first round of PlayDay permits has been submitted to Onondaga County DOH today and she is finishing up interviewing camp counselors. She is still interviewing for lifeguards and park laborers. Plastic bag receptacles were installed at the park as an alternative to mutt mitts. Three have been installed at Austin Park and two will be installed at the Nature Trail in the near future. People can bring their grocery bags and place them in the receptacles for future use by dog owners. Sue Murphy also thanked the school crew for cleaning the Austin Pavilion rink floor. Supervisor Sennett said she likes to see this type of cooperative effort. Sue also reported that they repaired the netting on the Austin Pavilion ceiling that was ripped or torn during the winter and they transferred equipment to the Fennell Street buildings. The whole pavilion was cleaned so that when the weather breaks they can be outside attending to the grounds and fields.

▪*Codes Department:* Councilor Brace reported that 6 permits were issued in the month of March for a total valuation of \$153,800 and \$271,400 for the year. One permit was for a wind turbine on Hencoop Road.

▪*Budget:* Bridgett Winkelman said she completed the 7th payroll. The water program was upgraded this week and she billed district #2.

Cuddy & Ward 2014 Audit Report: Richard Ward presented the 2014 audit report to the Town Board and referred them to page #1 and #2. Overall the financial statements were in good shape. Cuddy and Ward looked at a lot of invoices and cash receipts. They verified that the internal controls that the Town said they are doing are actually being done. They want to make sure there is proper supporting documentation for all expenses and receivables. All their review came back clean. There were no discrepancies noted. The internal controls are adequate for the size of the town and staffing. He said obviously, if the Town was larger there would be more employees and better segregation of duties. He said the Town is doing a good job and things are operating effectively. He referred to page #10, the balance sheet. The General Fund has \$2.2

Million dollars in assets. Liabilities are consistent with previous years. There is \$1.1 Million in reserve accounts. \$264,860 was assigned to balance the 2014 budget. General Part Town, Highway Town Wide, Highway Part Town Funds have adequate assets. Mr. Ward said that the Highway Town Wide Fund Balance has a fund balance \$240,165 with \$56,868 in the unassigned balance as a negative. This means the Town has designated more in reserves than the Town actually has. He said basically this is a timing issue. The other issue is Street Lighting. For the last couple of years it has had a small deficit. This year the deficit is \$5,839. He said that the Town Board should look to eliminate that over the next couple of years. He referred to Page 12, the income statement. He said the change in the fund balance line is actually the Town's surplus or deficit, depending on the fund. The General Fund and General Part Town Funds had healthy surpluses. The Highway Townwide had a deficit of \$149,546. He said to keep in mind that the Town paid off the bridge BAN this year using \$250,000 of funds. Without that expenditure there would have been a surplus. The Highway Part Town had a deficit of \$65,077. He said it is important to look at that fund and the General Part Town together because funds are going back and forth between the two of them. The General Part Town had a surplus of \$113,047 and taking into consideration the deficit of \$65,077 from the highway part town, there still is an actual surplus of \$47,970. The Street Light had a deficit of \$4,761. Overall he said that total revenue for the Town is \$4.1 Million of which \$3.2 Million or 79% comes from in real property taxes. The next largest category is State Aid in the amount of \$328,410 or 8% of the total income. Mr. Ward said Towns in Onondaga County are all pretty much in the same boat. Most of the revenue comes from property taxes. In Cayuga County it is just the opposite. Most of their revenue comes from Sales Tax. The Towns in Cayuga County are doing much better than Onondaga County Towns because they have more funds to utilize. Overall, the Town's total expenditures for the year were \$4,152,920. The prior year was \$4,037,000 which is a 3% increase or \$115,000. If you didn't factor in the bridge ban payment of \$250,000, expenses were actually down from last year or about a 3% decrease in expenses. He said that the Town is watching its expenses closely and is cutting where it can cut and controlling where it can. The NYS Retirement and Health Insurance costs are out of the Town's control. The Town has done a good job.

Councilor Howard questioned which bridge did the Town pay off. Allan Wellington said Irish Road Bridge. Bridgett Winkelman said a BAN was taken out short term but because of the Town's financial condition it was decided to pay it off instead of turning it into a Bond.

Mr. Ward said that the Annual Report was submitted to NYS and accepted by the State.

Councilor Brace asked how our Town compares financially with other like Towns. Mr. Ward said that other Onondaga County Towns are pretty much in the same shape that Skaneateles is. A lot of problems are usually in the water and sewer funds. If there is debt it is hard to generate a surplus and to build up reserves to handle any major repairs in the future. The Town's fund balance as a percentage of the budget is pretty much in line with the decent size towns in Onondaga County. He believes the Town has adequate reserves but said the Town could always have more. The Town was able to pay off the short term bridge loan instead of having to bond which is good.

Supervisor Sennett thanked Mr. Ward and also thanked Bridgett Winkelman and said that the good report was largely due to her work year round. The Board applauded her.

Resolution #15-050

Minutes: On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board the minutes of March 19, 2015 were accepted as presented.

Resolution #15-051

Skaneateles Garden Club – Austin Park Crab Apple Trees: Supervisor Sennett introduced Ann Neibert, Chair of the Village Tree Committee and the Skaneateles Garden Club, and Nancy Easter and Dessa Bergen, members of the Skaneateles Garden Club.

Ann Neibert said that the Skaneateles Garden Club is proposing to replace 25 of the flowering crabapple trees on the south side of the Austin Park main entrance. These trees are 50 years old and many of them are in very poor condition in both health and appearance. She said the garden club planted 100 crab apple trees at Austin Park in 1960 and over the next three years the garden club purchased and sold an additional 550 trees to homeowners in the Village and Town. Many were donated to the parks, churches, school and library as well as the entrances to the Village. Many continue to grace the Village today and are especially noticeable during their spring bloom time. The Austin Park trees were planted in double rows on either side of the main entrance to the park and have been a focal point in the Village during their spring bloom. In 1963 The Skaneateles Garden Club won the NYS Sears Roebuck Award for Civic Beautification for this project.

Ms. Neibert said the new trees would cost about \$300 each for a total cost of \$7,500. There would be no direct cost to the Town. They are asking the Town Board to authorize the Town Highway Department to remove the existing 25 trees in early spring and prepare the ground for new trees. She said she and Nancy Easter will coordinate with the arborist to determine the appropriate disease resistant varieties, sizes and colors of the flowering crabs. The committee will set a date in May or June to plant the new trees after the trees have bloomed. She said the Skaneateles Garden Club will have volunteers water the trees once a week for the first year. Ongoing maintenance will be the responsibility of the Town of Skaneateles. Within the next few years the flowering crabs on the north side of the Austin Park entrance will also need to be replaced.

Nancy Easter presented a picture of Central Park showing a multi-colored crab tree look. They predict that the new disease resistant trees will last 75 years. They will plan an allee of flowering crabs and they foresee a walking path and benches under the umbrella of the trees.

Supervisor Sennett and the Town Board agreed that this is a wonderful gift to the community.

Councilor Howard questioned when the trees will reach maturity. Nancy Easter said in 10 years the trees should be very nice.

Dessa Bergen said that the Skaneateles Garden Club was sponsoring a pruning workshop on April 30th on the crabapple trees on the north side of the Austin Park entrance.

Supervisor Sennett said that the Town will remove the trees. Dessa Bergan said she did not want the community to be alarmed and asked if the plan for replacement could be advertised. Supervisor Sennett looked to the reporters to provide the news coverage.

Supervisor Sennett said that Jim Lanning, President of Sunrise Rotary presented a letter that Sunrise Rotary would like to plant three shade trees at the south end of the row of crabapples near the basketball courts. They will coordinate the trees with the Village tree committee and have their expert planter, Fernando oversee the project. They plan to plant the trees the last weekend in April.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board the request from Sunrise Rotary to add three new trees to Austin Park was approved.

Resolution #15-052

Reserve Fund Transfer: On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board the transfer of not to exceed \$12,500 from the General Recreation Reserve Fund for the purchase of a riding lawn mower was authorized subject to the Permissive Referendum requirement of Town Law and General Municipal Law.

Resolution #15-053

Municipal Energy Program: Supervisor Sennett said that the NYS Association of Towns interviewed several energy consultants to determine the benefit in terms of cost savings for municipalities on their gas and electric services. After careful consideration they chose ProStar Municipal energy program. ProStar is offering the price of 5.832 cents/kwh to the Town of Skaneateles for a 24 month period for electric and gas services at the Transfer Station, Highway Department, electric services for the Street Lighting Districts and gas service at the Parks Department and Creamery. The potential savings over 24 months is \$7,267.

Councilor Murray said she read the contract and is confused about the provisions for renewal. Attorney Taylor said that if the Town does not renew the contract in 24 months it will automatically continue. In other words if the Town misses the deadline to renew the service will continue.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board Supervisor Sennett was authorized to sign the two year agreement with Pro Star for electric utility services.

Announcements/Correspondence/Updates:

▪*Charlie Major Clean Up Day May 2nd at 9 a.m.:* Councilor Brace said that the Governor also proclaimed May 2nd as *I Love My Park Day*. They are hoping to get volunteers from different walks of life to help clean up the Charlie Major Nature Trail. Allan Wellington agreed to have the Highway Department pick up everything that is removed as they did last year.

▪*Schedule Annexation Work Session with Town Board, Village Board and interested agencies:* Supervisor Sennett said that the Town Planning Board is reviewing SEQR at their April 9th meeting. The Town Engineer and Attorney are also reviewing SEQR. The Town Board plans on

meeting with the Village Board and all interested agencies at the Town Hall at 7 p.m. on April 20th. The public is invited to attend.

▪*Acknowledge Correspondence received since the Annexation Public Hearing on August 25th.* Supervisor Sennett acknowledged the following letters received since the February 25th public hearing: *William & Suzanne Ryan, Dave Colegrove, Pat Snyder, Garron Snyder, Donna Himmelfarb, William Blessing, Maria Redmond, Eleanor VanDerveer, Evan Dreyfuss, Scott Winkelman, Tim & Melissa Johnson, Kathleen Bennett.*

▪*Letter regarding Comprehensive Plan:* Supervisor Sennett acknowledged receipt of the letter from Craig Richards, Dirk Young and Jim Greenfield regarding the Comprehensive Plan.

▪*Town Hall & Town Department Closings for Good Friday:* Supervisor Sennett said that the Town Hall and all departments except the Transfer Station would close at noon. The Transfer Station will close at 10:30 a.m. but will reopen on Saturday from 7:00 a.m. to 2:30 p.m.

▪*Round Table on Form Based Zoning:* Supervisor Sennett said that there will be a round table discussion at 7 p.m. on May 11th at Town Hall with a presentation by Meg Costa from SOCPA and Jane Rice from EDR.

▪*Assistance for Dave Laxton for Establishing a Food Hub:* Supervisor Sennett said that Dave Laxton is working on developing a Food Hub where farmers produce vegetables for local restaurants. He wants to do a pilot program this year with a few restaurants. This would be in addition to the farmers market. Coordination is needed and Supervisor Sennett said that if anyone is interested in working with Dave to get this off the ground to let her know. He could use the help.

▪*Western Gateway Dedication:* Councilor Murray said that she would like to see the dedication of the Western Gateway on Arbor Day which is April 24th. She is looking at plaques for the tree donations and would like to invite people who have worked so hard over the years to make this happen. The Board agreed that it might be better to wait until September when the trees will be in leaf and the landscaping will be in full bloom.

▪*Transfer Station:* Janet Aaron complimented Dana Pickering for his efforts in getting residents to buy their Transfer Station permits for 2015. In less than 7 months since the 2015 permits have been issued, there have been 2020 permits issued or only 15 less than for the entire 12 months prior.

▪*Open Space Committee & NYSERDA Grant:* Councilor Howard said they met with Jeannie Gleisner Program Manager, CNY Regional Planning and Development Board and Ann Saltman outlining a scope and schedule of work to be done. They plan on meeting with the committee every other month. The next meeting is May 4th when a mapping analysis of the different components will be discussed. The committee will let them know where the Town's special places are including viewsheds, habitats and walking areas, etc. In July they will be making a presentation of the mapping analysis including the committee's input and prioritizing certain parcels. In September there will be a draft open space assessment report and an explanation of why they are going in a certain direction. There will also be a survey sent to property owners. She said it is essentially a two- year project. By January of 2017 the goal for implementation and hopefully the plan will be adopted by April 2017 and then added to the Comprehensive Plan as an addendum.

Supervisor Sennett questioned if there was any new members of her committee. Councilor Howard said that Jim Moore was fairly new.

▪*Hamlet Meetings:* Supervisor Sennett said that they plan to have hamlet meetings in the fall when she believes they will have updates on Stauffer for the Skaneateles Falls residents.

Resolution #15-054

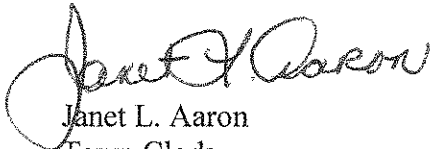
Abstract: On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board voucher # 15-0369 to #15-15-0405 from the following funds:

General Fund:	\$15,581.10	Part Town:	\$ 1,676.87
Highway:	\$ 1,936.27	Lighting:	\$ 1,438.80
Water:	\$ 516.56	T & A:	\$ 145.84

Total: \$21,295.44

Meeting adjourned at Attorney Advice at 8:10 p.m. Meeting reopened and adjourned at 9:02 p.m.

Respectfully submitted,


Janet L. Aaron
Town Clerk

TOWN OF SKANEATELES
BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2014

Governmental

	General Town Wide	General Part Town	Highway Town Wide	Highway Part Town	Capital Projects
ASSETS					
Cash:					
Unrestricted	\$ 799,053	\$ 597,735	\$ 16	\$ 324,430	\$ -
Restricted	1,144,607	-	280,728	-	-
Receivables:					
Accounts receivable	36,215	4,800	-	1,929	-
Due from other governments	109,049	-	-	-	-
Due from other funds	69,554	-	-	-	-
Inventory	-	-	-	-	-
Prepaid expenses	32,973	3,631	16,305	-	-
TOTAL ASSETS	\$ 2,191,451	\$ 606,166	\$ 297,049	\$ 326,359	\$ -

LIABILITIES AND FUND BALANCES

LIABILITIES:					
Accounts payable	\$ 129,850	\$ 20,549	\$ 49,159	\$ 11,727	\$ -
Accrued expenses	13,227	-	-	-	-
Due to other funds	-	-	7,725	-	-
Due to other governments	-	-	-	-	-
Deferred revenue	34,504	-	-	-	-
Bond anticipation notes payable	-	-	-	-	-
Total liabilities	177,581	20,549	56,884	11,727	-
FUND BALANCES					
Nonspendable	32,973	3,631	16,305	-	-
Restricted	1,144,607	-	280,728	-	-
Committed	-	-	-	-	-
Assigned	264,860	581,986	-	314,632	-
Unassigned	571,430	-	(56,868)	-	-
Total fund balances	2,013,870	585,617	240,165	314,632	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,191,451	\$ 606,166	\$ 297,049	\$ 326,359	\$ -

Fund Types

Special Revenue Fund Types

Street Lighting	Fire Protection	Other Governmental Funds	Total Governmental Funds
\$ 11	\$ 108,887	\$ 3,063	\$ 1,833,195
-	60,289	-	1,485,624
-	-	-	42,944
-	-	-	109,049
-	-	-	69,554
-	-	-	-
-	-	-	52,909
<u>\$ 11</u>	<u>\$ 169,176</u>	<u>\$ 3,063</u>	<u>\$ 3,593,275</u>

\$ -	\$ -	\$ -	\$ 211,285
-	-	-	13,227
5,850	-	2,000	15,575
-	-	-	-
-	-	-	34,504
-	-	-	-
<u>5,850</u>	<u>-</u>	<u>2,000</u>	<u>274,591</u>

-	-	-	52,909
-	60,289	-	1,485,624
-	-	-	-
-	108,887	1,063	1,271,428
(5,839)	-	-	508,723
<u>(5,839)</u>	<u>169,176</u>	<u>1,063</u>	<u>3,318,684</u>

<u>\$ 11</u>	<u>\$ 169,176</u>	<u>\$ 3,063</u>	<u>\$ 3,593,275</u>
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TOWN OF SKANEATELES
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended December 31, 2014

	Governmental				
	General Town Wide	General Part Town	Highway Town Wide	Highway Part Town	Capital Projects
REVENUES					
Real property taxes, penalties and interest	\$ 1,676,899	\$ 204,738	\$ 430,734	\$ 386,903	\$ -
Non property taxes	4,399	44,080	-	-	-
Charges for service	156,172	12,200	136,870	-	-
Interest earnings and use of property	11,666	895	25,636	800	-
Licenses and permits	10,281	63,957	-	-	-
Fines and forfeitures	31,500	-	-	-	-
Sale of property	24,565	-	5,645	10,462	-
Miscellaneous	6,557	528	665	39	-
Federal aid	-	-	-	-	-
State aid	221,483	7,068	-	99,859	-
Total revenue	<u>2,143,522</u>	<u>333,466</u>	<u>599,550</u>	<u>498,063</u>	<u>-</u>
EXPENDITURES					
Current:					
General government	631,526	6,550	-	-	-
Public safety	127,747	-	-	-	-
Transportation	159,760	-	403,769	470,966	-
Culture and recreation	390,408	-	-	-	-
Economic assistance and opportunity	17,946	-	-	-	-
Home and community services	417,288	164,112	-	-	-
Employee benefits	327,366	49,757	87,839	80,426	-
Debt service:					
Principal retirement	-	-	250,000	-	-
Interest	-	-	7,488	-	-
Capital Outlays:					
Current expenditures	-	-	-	-	-
Total expenditures	<u>2,072,041</u>	<u>220,419</u>	<u>749,096</u>	<u>551,392</u>	<u>-</u>
Revenues over (under) expenditures	<u>71,481</u>	<u>113,047</u>	<u>(149,546)</u>	<u>(53,329)</u>	<u>-</u>
Other Financial Sources (Uses):					
Interfund transfers - in	-	-	-	-	11,748
Interfund transfers - out	-	-	-	(11,748)	-
BANS redeemed from appropriations	-	-	-	-	250,000
Proceeds from long-term obligations	-	-	-	-	-
Total other financial sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(11,748)</u>	<u>261,748</u>
Change in fund balance	71,481	113,047	(149,546)	(65,077)	261,748
Fund balance January 1	<u>1,942,389</u>	<u>472,570</u>	<u>389,711</u>	<u>379,709</u>	<u>(261,748)</u>
Fund balance December 31	<u>\$ 2,013,870</u>	<u>\$ 585,617</u>	<u>\$ 240,165</u>	<u>\$ 314,632</u>	<u>\$ -</u>

Fund Types
Special Revenue Fund Types

Street Lighting	Fire Protection	Other Governmental Funds	Total Governmental Funds
\$ 10,446	\$ 539,891	\$ 17,420	\$ 3,267,031
-	-	-	48,479
-	-	-	305,242
3	465	18	39,483
-	-	-	74,238
-	-	-	31,500
-	-	-	40,672
-	-	-	7,789
-	-	-	-
10,449	540,356	17,438	328,410
10,449	540,356	17,438	4,142,844
-	-	-	638,076
-	228,785	-	356,532
15,210	-	-	1,049,705
-	-	-	390,408
-	-	-	17,946
-	-	17,227	598,627
-	-	-	545,388
-	175,000	-	425,000
-	123,750	-	131,238
15,210	527,535	17,227	4,152,920
(4,761)	12,821	211	(10,076)
-	-	-	11,748
-	-	-	(11,748)
-	-	-	250,000
-	-	-	-
-	-	-	250,000
(4,761)	12,821	211	239,924
(1,078)	156,355	852	3,078,760
(5,839)	169,176	1,063	\$ 3,318,684

See accountants' report and accompanying notes to financial statements