

**Town Board Meeting**  
**November 20, 2014**  
**7:00 p.m.**

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

**Also Present:** Sue Murphy, Bridgett Winkelman, Julie Stenger, Jonathan Monfiletto (Skaneateles Journal), Dave Colegrove, Allan Wellington, Jason Gabak (Skaneateles Press), Sue Murphy, Gene LaForte.

**Department Reports**

*-Highway, Water, Transfer Station:* Allan Wellington reported that they were doing snowplowing and repairs in the Highway Department. The Water Department was winterizing hydrants and repaired a water main break. At the Transfer Station Dana Pickering was finishing up removing the insulation at the equipment building. Pictures were shown of Allan giving the Girl Scouts a tour of the Transfer Station.

*Parks:* Sue Murphy reported that the Zamboni was up and running and she thanked the Town of Lysander for letting them borrow their Zamboni. The tournament over the weekend went well. She said that she is starting to get things organized for the 2015 PlayDay program.

*Budget:* Bridgett Winkelman reported that she filed the Town's adopted budget with the Office of the State Comptroller. She also submitted water and sewer arrears in the amount of \$68,000 to be placed on the 2015 Town and County taxes. She is preparing for the preliminary audit.

*Resolution #14-173*

**Minutes:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the minutes of November 6, 2014 were accepted as presented.

*Resolution #14-174*

**NYS Unified Solar Permit:** Supervisor Sennett said that the solar permit was discussed at the Planning & Zoning staff meeting this morning. Typically there is no variance, no special permit or site plan review that is required for a system installed on the roof of a permitted structure. It was recommended at this meeting that the Town Board adopt the NYS Unified Solar Permit for Town use with a recommendation that the fee structure be \$50 for a system less than or equal to 12 KW and \$100 for systems larger than 12KW up to 20 KW.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the NYS Unified Solar Permit was adopted for Town use with the fee structure of \$50 for 12 KW or less and \$100 for over 12 KW up to 20 KW.

*Resolution #14-175*

**Town Hall Janitorial Services – CleanTec:** Supervisor Sennett said that two Proposals were received for cleaning the Town Hall. The low proposal was from CleanTec in the amount of \$8,900. They currently clean Town Hall but the new proposal adds additional services.

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 one-year

agreement with CleanTec for the period from January 1, 2015 to December 31, 2015 in the amount of \$8,900.

*Resolution #14-176*

**Transfer From Transfer Station Equipment Reserve Fund:** Councilor Greenfield made a motion seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board to transfer not to exceed \$50,000 from the Transfer Station Equipment Reserve Account #878.01.000.28 subject to the permissive referendum requirements of Town Law and General Municipal Law for the purchase of a used loader from the Highway Department was approved.

*Resolution #14-178*

**Transfer From the Highway Equipment Reserve Fund:** Councilor Greenfield made a motion, seconded by Councilor Murray and with unanimous (5-0) authorization of the Town Board, the transfer of not to exceed \$105,000 from Highway Equipment Reserve Account #878.01.000.28 subject to the permissive referendum requirements of Town Law and General Municipal Law to purchase a 2014 John Deere loader from State Bid was approved.

**Consider Updates to Transfer Station Rules beginning January 1<sup>st</sup>:** Allan Wellington reviewed the changes that had been discussed and recommendations that were forwarded to the Town Board. He said four areas have been identified for change. They are:

1. Close on Monday. The Transfer Station would be open Tuesday through Saturday from 7 a.m. to 2:30 p.m. beginning January 1<sup>st</sup>. The reason is to support the reduction in overtime expense which also translates to greater employee safety.
2. Tires will be limited to residential permit holders only. No tires will be taken from commercial or business permit holders. Residents can bring up to 12 tires per year or 4 per load.
3. Construction and Demolition debris will be limited to small residential permit holders only. No large loads, commercial or business loads will be allowed.
4. Businesses will be identified by a single location. Business owners with multiple businesses must pay a permit fee for each.

Supervisor Sennett said that the Transfer Station is supported by tax dollars to service the residents. Nothing is being taken from the residents and this just makes sense. If contractors or businesses have a major project they should get a dumpster. The Town Board is trying to eliminate the large costly loads. She said Allan Wellington reported that the Transfer Station received 656 tons of construction and demolition through October of this year at a cost of \$40,000 and through November, 1600 tires or 25.6 tons have been received.

The Town Board agreed with these changes.

Supervisor Sennett read the Resolution for Introductory Local Law 2014-D.

**WHEREAS**, the Town Board of the Town of Skaneateles has been advised of the desirability of revising the Town Code, Chapter 118, to provide for the definition of certain terms, and to otherwise detail the disposal of refuse within the Town, all as is more particularly

set forth in the proposed Local Law 2014-D attached hereto as Schedule "A" and incorporated herein;

**NOW, THEREFORE,** The Town Board of the Town of Skaneateles

**RESOLVES,** the Town Board hereby introduces said Local Law 2014-D; and

**FURTHER RESOLVES,** that the Town Board declares itself as Lead Agency for SEQR purposes; and

**FURTHER RESOLVES,** that in compliance with State Law, that the proposed Local Law 2014-D of the Town of Skaneateles be referred to the Syracuse Onondaga County Planning Agency for its review, input, comment and advice; and

**FURTHER RESOLVES,** that the Attorney for the Town of Skaneateles shall forthwith cause a copy of the proposed Local Law 2014-D to be sent to the Syracuse Onondaga County Planning Agency for its respective review, input, comment and advice; and

**FURTHER RESOLVES,** that upon receipt of the comments, input and advice of the Syracuse Onondaga County Planning Agency, a Public Hearing on the proposed Local Law 2014-D shall be scheduled according to law by further action of this Town Board of Skaneateles.

On a motion of Supervisor Sennett seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, Introductory Local Law 2014 – D known as “A Local Law Amending the Town Code of the Town of Skaneateles relative to Chapter 118—Refuse Disposal” was introduced for consideration.

Councilor Brace said this should be posted on the website and local haulers made aware. Supervisor Sennett requested that the Town Clerk send letters to all businesses and commercial haulers who have a current permit notifying them of these changes.

*Resolution #14-179*

**Board of Assessment Review Appointments:** Councilor Howard said that when Paul Fiutak resigned from the Board of Assessment Review the Town Board advertised for this vacant position. She also contacted people that had a background in real estate to see if there was an interest. She said she is happy to report that Peter Babbles has agreed to fill the vacant position and Linda Roche has agreed to be reappointed to her term which expired on September 30, 2014.

On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, Linda Roche was reappointed to the Board of Assessment Review for the period from October 1, 2014 to September 30, 2019 and Peter Babbles was appointed to fill the unexpired term of Paul Fiutak for the period from November 20, 2014 to September 30, 2016.

*Resolution #14-180*

**Men’s Sunday Night Pick up Group Ice Rental Agreement:** Sue Murphy reported that this is a pick up hockey group and John Weeks has signed a waiver form and will be the point of contact.

On a motion of Councilor Murray, seconded by Councilor Greenfield, and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett was authorized to sign the Men’s Sunday Night Pick Up Group Ice Rental Agreement.

*Resolution #14-181*

**Appointment of Michael Leader:** Sue Murphy said that Michael Leader retired from Onondaga Community College where he worked in the buildings and grounds department. He was looking for a part time job. She thought he would be perfect for helping in the spring but with the resignation of Keri Steves it worked out well for him to start immediately.

On a motion of Supervisor Sennett, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, Michael Leader was appointed as part time Parks Laborer at a rate of \$9.50 per hour.

*Resolution #14-182*

**Request from The Y For Austin Park Use – 2015 Winterblast Team Relay Race:** Supervisor Sennett said that the YMCA submitted a letter requesting use of Austin Park for their 2<sup>nd</sup> annual WinterBlast Team Relay Race that will be part of the Sunrise Rotary WinterFest. The event will be held on January 25, 2015 from 10 a.m. to 1 p.m. The Y will provide a certificate of insurance naming the Town and Village of Skaneateles as additional insureds.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board the YMCA's request to use Austin Park on January 25<sup>th</sup> was approved, subject to receiving a certificate of insurance naming the Town and Village of Skaneateles as additional insureds.

**Announcements/Correspondence/Updates**

*Resolution #14-183*

▪*Organizational Meeting:* Supervisor Sennett reported that the first Thursday in January is a holiday, New Year's Day. The Town Board will need to reschedule the meeting.

On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the first meeting in 2015 was rescheduled from January 1, 2015 to 7 p.m. January 5, 2015.

▪*Cornell Cooperative Extension Watershed Meeting:* Supervisor Sennett said that the next Cooperative Extension Watershed stakeholders meeting will be at 5 p.m. on December 10<sup>th</sup> at the Skaneateles United Methodist Church. Supervisor Sennett said that she and Councilors Brace and Howard will be attending.

▪*Public Informational Meeting on Comprehensive Plan:* Councilor Brace said that the Comprehensive Plan Special Board is finalizing the draft Comprehensive Plan and will be introducing it at a public informational meeting at the Skaneateles Central School District Office meeting room at 7 p.m. on December 8<sup>th</sup>. She said there will be one or more informational meetings after this one then a public hearing before it is referred to the Town Board.

Councilor Greenfield said he thinks the Town Board is jumping the gun with the information meeting. He continued to ask what the difference is between the proposed Comprehensive Plan and the existing 2005 Plan. He realizes that instead of being an update that it has been a complete rewrite. He said he would like to know the vision of the Plan and he believes that the

Town Board should contact Joel Russell now so he can advise the Town Board before everyone gets too far along in the process. In looking back he realizes that in 2005 when the Town and Village held a public hearing on the Comprehensive Plan, Joel Russell was there to advise the Board and answer public questions. Councilor Greenfield asked why he has not been able to get a copy of the Comprehensive Plan and questioned why some members of the Board have it and others don't.

Councilor Brace said that there have been public information meetings on this Plan before she was involved with the committee and on the Town Board. The public was also involved when Notre Dame gave their report. She said they are following the directives of the Attorney and State Law that a Special Board has to review the Comprehensive Plan, hold informational meetings and a public hearing and incorporate any changes before it is referred to the Town and Village Planning Boards.

Councilor Howard said it has been a long and confusing process started by the previous Board and she can understand how it is easy to lose track of where it stands. The information session will be the time to ask questions and to understand the goals and objectives. This Plan has had a long history of delays, administrative changes and committee member changes. She said she doesn't blame Councilor Greenfield for being confused and suggested that he go to the public information meeting to be introduced to the Plan.

Councilor Murray questioned if the Planning Board has copies why doesn't the entire Town Board.

Attorney Taylor said that several meetings ago the Town Board appointed a Special Board. Their directive is to provide a draft Comprehensive Plan to the public in one or a series of information meetings followed by a public hearing before it is presented to the Town Board.

Councilor Greenfield questioned how you can ask questions at the information meeting if no one even has a copy of the draft. Councilor Murray agreed.

Councilor Brace said that they are trying to move this forward through the Special Board and receive public input. An artist was hired who is charged with compiling the Comprehensive Plan so that the Special Board can move this to an informational meeting.

Attorney Taylor said that nothing has been released to anyone.

Councilor Greenfield said he has had several people ask him about the Comprehensive Plan and he feels like a fool not being able to answer any questions. He said he still does not understand why he can't see a draft copy.

Supervisor Sennett said that under the advisement of Attorney Taylor who is following the guidelines of State Laws the Town Board is following the correct procedure.

Attorney Taylor said that when the Comprehensive Plan is referred to the Town Board then by law the Board is required to hold a public hearing within 90 days.

Councilor Greenfield reiterated that he would like the Board to bring on Joel Russell to work with the Town Board in their review and to help implement the Plan.

Councilor Howard mentioned that Jessica Millman is a professional planner and Jeff Harrop has experience as well.

The discussion was stopped in order to open the public hearing before 7:40 p.m.

*Resolution #14-184*

**7:30 p.m. Public Hearing – 2015 Fire Service Agreement with the Village of Skaneateles:**

Supervisor Sennett said that the Town Board is in receipt of the Affidavit of posting dated November 7, 2014 and publication dated November 12, 2014. No one requested that the notice be read.

Supervisor Sennett said that the public hearing is to consider the proposed Fire Service Agreement with the Village of Skaneateles for furnishing of fire protection services within the Skaneateles Fire Protection District for the period from January 1, 2015 to December 31, 2015 in the amount of \$233,637.84 of which amount the Village will pay \$81,773.24 to the Fire Department for replacement equipment.

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

Supervisor Sennett asked if anyone wish to comment on the proposed fire service agreement. No one came forward.

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

With no further comments from the Town Board, Councilor Greenfield made a motion, seconded by Councilor Murray to authorize Supervisor Sennett to sign the 2015 Fire Service Agreement with the Village of Skaneateles.

**Continuation of the Discussion on the Comprehensive Plan:** Supervisor Sennett said that right now she believes it is up to this Special Board to decide if they want to bring in professional help. She suggested that Councilor Greenfield should communicate to the Special Board that this is a concern at the information meeting.

Councilor Murray also questioned why the Comprehensive Plan was a complete redo.

Councilor Brace said that she believes that the information meeting will answer a lot of questions. She said it is being held at the district office which holds 110 people and believes it is the perfect venue in order to have a good dialogue between the public and the Special Board.

**Continuation of Announcements/Correspondence/Updates:**

▪*Western Gateway Update:* Councilor Murray was pleased to announce that Finger Lakes Landscape and Design planted the 16 trees along the Western Gateway. She has been in contact with Larry Hasard from NYSDOT who will inspect the plantings. She said the previous Board received approval to take the benches off the NYSDOT Plan. However, through donations the Town will be able to install 2 benches, one at Mirbeau and one at the corner of Transportation Drive. The plan will have to be updated and once again approved by NYSDOT. Councilor Murray said that Mr. Hasard will let her know the procedure the Town will need to follow on this.

Councilor Brace questioned why a bench was being placed at the corner of Transportation Drive. Councilor Murray said that is where people catch the bus and is an appropriate place for one.

Councilor Murray said she was still contacting people who are interested in purchasing trees for the next phase.

▪*Community Development Grant Update:* Supervisor Sennett said that earlier this year, a grant application was submitted for Onondaga County Community Development for funding to put in a natural plays scape playground in the Skaneateles Falls Park and to resurface the basketball court. Last month she received a call from Community Development stating that the Town was fully funded for the amount of the grant. Tonight County Legislator, Michael Plochocki was on the agenda to announce the award. Yesterday, Supervisor Sennett said that she received a call from Legislator Plochocki that HUD had re-designated the areas in Onondaga County that would be eligible to apply for funding and many Towns, including Skaneateles, Spafford and Marcellus are no longer eligible, and therefore would not be receiving funding for any grant application that was previously submitted and approved. She said she feels terrible about this and thanks Sue Murphy who worked so hard to write and obtain this grant. She said on a positive note, Bridgett Winkelman informed her that there is money in the Reserve Funds to at least resurface the basketball court. She recommends that everyone look for other grants to fund this playground in the future.

*Resolution #14-185*

**Budget Amendments/Adjustments:** On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board the following budget amendments were approved:

**Budget Adjustments**

**General Fund**

\$500.00	Increase	012204.01.004.00	Supervisor – C/E
\$200.00	Increase	013304.01.004.00	Tax Collector – C/E
\$700.00	Decrease	019904.01.004.00	Contingency Account
Cost of doing business			
\$ 1,000.00	Increase	014601.01.001.00	Records Mgmt. – P/S
\$ 1,000.00	Decrease	014604.01.004.00	Records Mgmt. – C/E
Costs associated with in house records project			

**Highway General Fund**

\$ 50,000.00	Increase	000878.03.000.25	Highway Equipment Reserve
\$ 35,000.00	Increase	002300.03.000.00	Transportation Services
\$ 15,000.00	Decrease	051302.03.002.93	Machinery Equipment Reserve

Transfer funds into reserve for Future Equipment Purchases

**Part Town Fund**

\$ 500.00	Increase	016804.02.004.00	Central Data Processing
\$ 500.00	Decrease	019904.02.004.00	Contingency Account

Additional costs associated shared data processing

**Water #5**

\$ 2,000.00	Increase	083204.09.004.00	Source of Supply – C/E
\$ 2,000.00	Decrease	083104.09.004.00	Water Admin – C/E

Cost associated with purchasing water

**Sewer Consolidated**

\$ 1,000.00	Increase	081204.10.004.00	Sanitary Sewer – C/E
\$ 1,000.00	Decrease	081104.10.004.00	Sewer Admin – C/E

Costs associated with sewer disposal

**Budget Amendments**

**General Fund**

\$ 75.00	Increase	014102.01.002.00	Town Clerk - Equip
\$ 75.00	Decrease	014104.01.004.00	Town Clerk – C/E

Costs associated with the purchase of equipment

\$ 75.00	Increase	071104.01.004.65	Summer Rec. – C/E – Advertising
\$ 75.00	Decrease	071104.01.004.52	Summer Rec. – C/E – Supplies

Costs associated with Farmers Market Advertising / Re-market

\$ 100.00	Increase	088104.01.004.00	Cemeteries – C/E
\$ 100.00	Decrease	088101.01.001.00	Cemeteries – P/S

Cost of doing business

**Highway Part Town**

\$ 5,000.00	Increase	051104.04.004.00	General Repairs – C/E
\$ 5,000.00	Increase	003501.04.000.00	St. Aid Chips

Cost associated with road projects – patch material

**Sewer #6**

\$ 300.00	Increase	081104.11.004.00	Sewer Admin – C/E
\$ 165.00	Increase	097106.11.006.00	Debt Service
\$ 7.00	Increase	097107.11.007.00	Interest on Debt service
\$ 472.00	Decrease	099019.11.009.00	Interfund Transfer

Costs associated with doing business

*Resolution #14-186*

**Abstract #14-22:** On a motion of Councilor Greenfield, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, voucher # 14-1521 to 14-1620 were audited and approved to be paid from the following funds:

General Fund:	\$61,236.41	Part Town:	\$ 7,815.72
Highway:	\$38,828.74	Highway Part Town:	\$ 3,396.23
Water:	\$ 3,340.31	Sewer:	\$ 1,146.69
Sewer #6:	\$ 569.00	T & A:	\$10,362.55
Total:	\$126,695.65		

*Resolution #14-187*

**Executive Session:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the meeting was adjourned to Executive Session at 8:10 p.m. to discuss pending litigation.

The meeting was reopened at 8:45 p.m. and immediately adjourned.

Respectfully submitted,



Janet L. Aaron  
Town Clerk