

**Town Board Meeting**  
**January 4, 2021**  
**6:30 p.m.**

**Remote Meeting via [www.zoom.com](https://www.zoom.com) (id#: 851 2847 7543 password 723935)**

**Present:** Supervisor Aaron, Councilor Tucker, Councilor McCormack, Councilor Alexander, Councilor Legg, Attorney Smith

**Also, Present:** Bridgett Winkelman, Sue Murphy, Kim Benda, Miranda Robinson, Allan Wellington, Paula Powell, Jason Gabak (Skaneateles Press), Chris Buff, David Ketchum, John Camp, Todd Ridel, Robert DiGeronimo, Bou Reed, David Lee.

**Highway, Water, Transfer Station:** Highway Superintendent Allan Wellington reported in the Highway Department the plows had been out 9 times since the last meeting and 35 times for the season. They picked up fallen trees and limbs due to high winds, cleaned up trees taken down by National Grid contractors and made equipment repairs. In the Water Department they repaired several water meters and replaced two curb boxes. At the Transfer Station they hired Tom Potucek to work at the guard shed. Now there are 4 employees working that area. And, they scheduled the next pickup of cardboard.

Councilor Tucker asked Highway Superintendent Wellington if he had a comparison of plowing to other years. Mr. Wellington stated no but he would pull together those figures.

**Planning & Zoning:** Planning and Zoning Secretary Karen Barkdull reviewed the January report. Ms. Barkdull reported on the existing projects still open: Hidden Estates – The Draft Environmental Impact Statement is complete and had been published. A public hearing will be held on February 16, 2021 at 6:30 pm. Graham County Line Road Subdivision – The 33-lot subdivision public hearing is closed, and the board will be rendering their decision at the January 15, 2021 meeting. Chris Graham – Application pending for re-design of multi-family residences for the RR district. Meunier – The application for the 8 condo units in the “Block” building on Jordan Road, is pending with the Planning Board. ZBA approved the variances at their March 3, 2020 meeting. Victory Sports – The application is pending as the applicant is considering the potential for smaller scale development on the property.

Ms. Barkdull also reported all Planning Board, Zoning Board of Appeals and Building Department forms have been updated for the new zoning code and fee schedule. They have also been updated on the website. The 2021 zoning code has been sent out to the design professionals and two pre-application meetings were conducted.

Councilor Tucker asked about the Meunier application. Their Zoning Board of Appeals approval is to expire in March, could Mr. Meunier get an extension. Ms. Barkdull stated she would talk to the ZBA and work with them to get an extension for Mr. Meunier’s approved variance.

**Codes:** Councilor Tucker reported there were 7 new permits issued in December totaling \$4,384.00 in fees and a total of \$ 699,000 in value and 21 Certificates of Completions were issued.

Codes Officer Herrmann reported a lot of this month had been training webinars. The expired permits were up a little; 44 at this time- 6 of the original 350 are still open.

Codes Enforcement Officer Robert Herrmann stated there was not much to report this month. They are working on goals for everyone for the new year. It was a banner year for building permits, 175 totals. The annual report for the state will be completed sometime this month. Expired permits are back down to normal at 33 at this time, still 5 of the original 350 are open. Fire inspection database still in process.

Codes Officer Herrmann thanked Karen Barkdull, Kim Benda, and Ben Garrett for all their hard work in 2020. He also thanked the Board, Parks, and the Highway Department for all their support.

Supervisor Aaron thanked Codes Officer Herrmann and their department for all their work during 2020. It was an unprecedented year continuing to operate during COVID -19. She stated they had all done a fantastic job.

**Parks:** Parks Manager Sue Murphy reported the reimbursement check from IEEP had been received for the LED Light Replacement project at the Park and the Austin Pavilion. She thanked the Board for all their support with the project. The new bleachers and benches had been delivered and the Parks Department employees were assembling them in preparation for the Spring. The movie screen equipment had also been delivered. Ms. Murphy reported she had also been helping out at the Town Hall.

Supervisor Aaron asked what were the cost savings from the IEEP Program? Sue Murphy stated the Town part of the project was about \$60,000 in savings.

Supervisor Aaron thanked Ms. Murphy for working on this lighting project. This will save the Town money and replace fixtures that are over 40 years old. This is a much-needed upgrade.

Councilor Alexander reported they are working on the new Parks department software program. The program will have a calendar for the public to check available dates and reserve areas in the Park from the website. She is excited about the changes and upgrades in 2021.

**Staff Engineer:** Staff Engineer, Miranda Robinson reported the funding for the Household Hazardous Waste event is in process with the State and should be here soon. There had been a delay due to COVID. Engineer Robinson reported they had been working on the Communicable Disease Policy which had been mandated by the Governor. Working with each department to document their needs in case of another pandemic such as COVID -19. Working on a Capitol Project plan in the Water Department through 2041, and continuing the ongoing project, the Asset Management Plan.

**Budget:** Budget Officer Winkelman reported the auditors, Inero, Inc are working on their audit of the Town Clerk and Justice Court remotely and reported both departments were in good shape. She and Bookkeeper Fey are also preparing for the 2020 audit with Inero. She stated this Town Board meeting and the meeting on January 20<sup>th</sup>, 2020 invoices would be able to be processed and paid. She reminded all departments, if they had a 2020 expense that would need to be paid after January 20<sup>th</sup>, they would need encumber the money to 2021.

**Minutes of December 21, 2020 and December 29, 2020:** On a motion of Supervisor Aaron, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board the minutes of December 21, 2020 and December 29, 2020 were accepted as presented.

Supervisor Aaron reviewed the following report on the year 2020:

“First, I want to thank the Town Board and all Boards, Department Heads and their staff as well as our legal and engineering advisors for all they accomplished this challenging year especially with the added COVID crisis. We all worked together as a team to make sure our residents were taken care of. The effort was made by everyone and everyone was willing to do whatever they needed to do in order to make sure our services were not interrupted. I know I can speak for the Board in saying your extra efforts did not go unnoticed and we appreciate how hard everyone worked and the teamwork in and between departments. Thank you. The Town Board also did not sit idle. We had many projects that required our immediate attention and others that we didn’t want delayed. The Board took on these projects and the extra work that was needed and the many extra meetings that were scheduled to keep things moving forward. This Board did a great job. Thank you.

Here is a list of accomplishments in 2020:

1. Replaced the Sims Building with a new one with three bathrooms, a first aid room and storage.
2. Adoption of the updated Town Comprehensive Plan, with coordinated Zoning that was redesigned to be more user friendly. The Open Space Plan was also adopted.
3. Established a Hamlet Committee and received a \$50,000 grant from the County to look at Hamlet Planning that will include community input
4. Establishment of a Municipal Watershed Partnership bringing all government agencies including all municipalities on the Lake together to work together for the benefit of the lake. From this group a website was developed called skanlakeinfo.org that encompasses the collaboration of information that all communities can refer to as we continue our work together to form a more formal municipal partnership.
5. Finalized the purchase of the Towns streetlights from National Grid and installed LED lights that will save over \$30,000 a year, and with an additional grant from NYSERDA obtained funding to add smart city security cameras to be added at Austin Park, Mandana Boat Washing Station, and the Transfer Station.
6. Received a joint Shared Services Grant from Onondaga County with the Village of Skaneateles to upgrade our joint remote meter reading equipment.
7. Agreed to move forward with the Library Board’s request that we consider our Fennell Street property for their proposed new Library.
8. Agreed to move forward with the Skaneateles Fire Department’s request to purchase property east of the fire department and build fire fighter’s bunk house.
9. Refinanced the Fire Department Bond with the Village savings over \$100,000 over the life of the Bond.
10. Established a Town Facebook page

11. Established protocols for COVID19 for employees and the public entering Town property, set up meetings by Zoom for all Boards, purchased laptops so employees could work from home and connected them to their office computer when necessary.
12. Emergency repair to the Soldiers & Sailors monument to preserve the structure and discussed with the Village working together to establish historical signs to identify the importance of this structure.
13. With a new State Senator and Assemblyman, work with the Village to ask for their support of our joint legislation to allow both of our municipalities to have zoning authority for docks and boat houses on the lake.”

**C&S Engineering Water Future Needs Proposal:** Supervisor Aaron stated C&S Engineering had been asked to present a proposal for a review of our water department finances to see where we stand with our current water rate and projects that we feel are priorities. They would be looking at water rates and capital projects in the future. Miranda is working with Joe Dwyer on the capital improvements and Engineer John Camp would work with both Miranda and Joe to prepare a current water rate analysis.

Engineer John Camp stated he proposed the following rate of services to prepare a water rate analysis with direct help from Town employees, Engineer Miranda Robinson, and Water Foreman Joe Dwyer.

- Review the Town’s past water department expenses
- Identify any recent projects whose costs could be considered for capture
- Prepare an analysis and calculation that supports a reasonable future water rate for Town water customers. This rate would consider past operating expenses, recent project expenses where appropriate, and future operation/maintenance/improvement costs.
- Prepare a report documenting the information above.

Mr. Camp stated it had been in excess of 10 years since the Town’s last water rate increase. The Town’s water system is best managed when periodic water rate increases are part of normal operations. C&S can perform this work for a fee not to exceed \$15,000.00.

Supervisor Aaron asked if some of these future projects might have to be bonded. John stated most of these improvements should be managed by the water rate increase but yes, somethings might have to be bonded in the future.

Supervisor Aaron asked Mr. Camp if this is a not to exceed fee and if they could reduce the cost in anyway. Mr. Camp stated a way this fee could be reduced would be by providing less detail in the reports. The cost increases with long detailed reports. They could try to go fewer words and more numbers. Staff Engineer Robinson would work with C&S and could report to keep the cost down.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with a (5-0) affirmation of the Town Board authorized John Camp and C&S Engineering to prepare a water rate analysis which would consider past operation expenses, recent project expenses and future operation/maintenance/improvement costs at a cost not to exceed \$15,000.

**Transfer Station Camera Presentation – Todd Riedel:** Staff Engineer Robinson introduced Tod Riedel from Avigilon. Avigilon is the host of the platform the cameras at the Transfer Station and Parks will be using. Also, Bou Reed from Guth Deconzo and Rob Digeronimo from Avigilon and Robert Slivinski of Syracuse Innovation Group. Ms. Robinson stated this presentation will focus on the cameras proposed for the Transfer Station and the license plate reader functions.

Tod Riedel of Avigilon stated the cameras will be installed in three phases. First is the awareness phase. This phase will gather the license plates data. The second phase would be matching the plates to the data, the third phase would be organizing the data and contacting the offenders. It is a very straight forward system. The cameras provide license place analytics and a wide field of view, so there will be situational awareness.

Councilor Legg asked about additional cameras at different locations in the Town, will they be able to read licenses plates also. Mr. Riedel stated yes, but a license place reader module would have to be added to those cameras. The cameras will have the ability for sight recognition, such as make and color of vehicles. Councilor Legg stated if there was an issue at Austin Park and could get the plate number, we would be able to see the plate and investigate. Mr. Riedel agreed yes you could with the field of vision be able to record a plate number to investigate.

Bou Reed from Guth Deconzo stated, what they are trying to do as a team with Engineer Robinson leading the effort, is plan for the future with these cameras and the server upgrade. This will allow flexibility to work now and plan for the future. As the lists of plate numbers are propagated in the background the data can be used for many things in the future. It is an investment now, but it will pay off in the future. It will allow this system to grow with the needs of the Town.

Mr. Riedel said this will eliminate the possibility of confrontation at the Transfer Station. The information will be processed offline and offenders will be contacted. This will help with safeguarding the employees.

Councilor Alexander stated she is concerned with plate numbers matching the cars. We would like to be able to monitor what people are unloading and where there are unloading, will this be able to be monitored. Supervisor Aaron stated this will take some time. First get the cameras in and then see what we will be able to do with the data. Mr. Riedel said a print of the time period would be available to investigate the user in violation.

Mr. Reed stated two cameras would be installed at the gate, one facing the entrance and one facing the inside of the station from the gate. These cameras have high a megapixel which should give a clear point of view. Engineer Robinson stated the concern is seeing the stickers on the bags. The stickers are almost as big a license plate and the cameras should be able to see if the bag has a sticker on it, maybe not read the sticker, but see it. Mr. Reed said the goal of these cameras are to read license plates. If you want to be able to see the dumping, you should go with an overhead camera. But, with expanding this system you would have the ability to add additional cameras in the future.

Councilor Tucker stated he agreed with Councilor Alexander, there should be a camera that is able to film what people are dumping, not two cameras with license plate readers. Mr. Reed stated two cameras are needed to get the front and back license plates, as well as trailers license plates. Councilor Legg stated the Board can discuss the location and what the cameras could do after we

get them. This will secure the Town purchasing the cameras and taking advantage of the grant opportunity.

Councilor Alexander stated there should be a camera in the unloading area to monitor activity and a camera to read plate numbers. We have made changes already at the Transfer Station with the guard at the gate to check tags now we need to monitor illegal dumping with the second camera.

Supervisor Aaron asked if this could be changed to one reader camera and one camera to monitor. Mr. Riedel stated, this could be changed but we would need to make sure we have the right cameras. Mr. Reed agreed and you might be better served to add an additional camera and keep the two license plate readers, the cost would not be significantly more.

Councilor Legg asked to defer the discussion on cameras for monitoring the unloading. Highway Superintendent Wellington and Foreman Dana Pickering are working on a reconfiguration at the Transfer Station to allow eyes on monitoring by employees.

Councilor Alexander asked if it was too late to add an additional camera. Mr. Reed stated no it is not. They are still able to get special pricing.

Supervisor Aaron stated the Board had authorized not to exceed \$8,000. If we stay within that cost, we should be fine to get an additional camera.

Councilor Tucker said he thought the board had decided to get two cameras for the license plate readers. Supervisor Aaron stated the Board never made a clear decision. They Board will schedule a meeting to meet with Engineer Robinson and Highway Superintendent Wellington and make a final decision and clarify what they want to have at the Transfer Station for cameras and monitoring.

Supervisor Aaron thanked they Board, Tod Riedel and Bou Reed for their work on this project and their patience.

**Proposed Fee Schedule:** Supervisor Aaron stated they have the recommendations from the departments on the updated fees. She would like these to be on the next Board agenda, January 20<sup>th</sup>. The Board would need to schedule a special meeting to discuss the departments' recommendations.

**2021 Procurement Policy:** Supervisor Aaron stated to the Board the Town's Procurement Policy is reviewed and approved every year stating the policies and procedures of purchasing in all departments of the Town of Skaneateles. It has not changed from previous years.

On a motion of Councilor Tucker, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board, the 2021 Town of Skaneateles Procurement Policy was adopted.

**Official Undertaking:** Supervisor Aaron reviewed the Official Undertaking stating that certain elected and appointed officials have to sign the Official Undertaking that they will faithfully perform and discharge the duties of their office. She said that while the Town needs either an Official Undertaking to be filed with the Town Clerk or an individual Blanket Dishonesty Bond issued by the Town's insurance company, the Town has both. Attorney Smith noted an important part of the Undertaking is that it states the Town will insure all their officials.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board in attendance, the 2021 Official Undertaking was approved.

**Finger Lakes SPCA 2021 Contract:** Supervisor Aaron explained to the Board this is an annual contract with the SPCA in Auburn to board dogs and cats picked up in the Town. Supervisor Aaron stated the cost has not increased and they provide a great service to the Town.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the 2021 Finger Lakes SPCA Contract was approved with the same fees as 2021; \$1,600 annual maintenance fee per year and \$9.00 per day per animal for a maximum of 6 days as documented in the contract.

**Request for Qualifications – Property Data Collections:** Supervisor Aaron stated the Town is asking for requests of qualifications for a property data collection for parcels in the Town of Skaneateles. Attorney Smith stated this qualifies as professional services and as stated in the Town’s Procurement Policy the Board can interview for qualified vendors and not go out to bid with an RFQ (Request for Qualifications).

Supervisor Aaron stated they would schedule a meeting with the Board when proposals are submitted for the Board to review.

**Announcements/Correspondence/Updates**

▪ *Ally Mead Letter* : Supervisor Aaron announced a letter was received from a resident of Phillips Street, Ally Mead, she is concerned about vandalism and littering in Skaneateles Falls. She stated her concerns with vandalism at the Kohilo Eco Park and the vacant parking lot adjacent to the park. Ms. Mead stated she would like to help be part of the solution to clean up the area and keep the neighborhood clean and she would be happy to talk to her neighbors as well. Supervisor Aaron stated she would talk to the property owner of Kohilo Wind and ask him to try and clean up the property and work with the neighborhood.

▪ *January Town Board rescheduled meeting date January 20, 2021 and February 17, 2021*

▪ *Upstate Freshwater Institute Winter Skaneateles Tributary Monitoring 2020 Report:* Supervisor Aaron announced they were in receipt of the 2020 Winter Monitoring Report. The report was distributed to the Board and would be available on the Town of Skaneateles website. Dave Matthews with Upstate Freshwater Institute will make a presentation to the Board at a Board meeting next month to review the monitoring report.

▪ *2021 Transfer Station Permits – On sale January 9, 2021 at the Transfer Station 8:00 a.m. 12:00 p.m.*

**Public Comment:** No one commented.

**Budget Amendments** – On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the following budget amendments were authorized from the following funds:

General Fund

Budget – P/S	013401.01.001.00	Increase	\$700.00
Budget – C/E	013404.01.004.00	Decrease	\$700.00

Additional costs associated with hiring Support Staff .

Assessor – P/S	014404.01.004.00	Increase	\$2,700.00
Assessor – C/E – Legal	014404.01.004.00	Decrease	\$2,700.00

Additional costs associated with Assessors Support Staff Duties.

Engineer - C/E	14404.01.004.00	Increase	\$ 7,800.00
Contingency	19904.01.004.00	Decrease	\$ 7,800.00

Additional costs associated with C & S engineering support.

Building - P/S	016201.01.001.00	Increase	\$ 50.00
Building – Equip	016202.01.002.00	Increase	\$3,200.00
Building - Equip Reserve	016202.01.002.93	Decrease	\$3,250.00

Costs for Town employees to do work at Town Hall.

Garage – C/E	051324.01.004.00	Increase	\$ 55.00
Garage – C/E - Electric	051324.01.004.84	Decrease	\$ 55.00

Balance Expenses – Garage

Winter Rec – P/S	071401.01.001.00	Increase	\$1,000.00
Recreation Admin – C/E	070204.01.004.00	Increase	\$5,150.00
Summer Rec. – P/S	071101.01.001.00	Decrease	\$6,150.00

Balance Personal Service lines – Between activities and cost of software program to handle reservations.

Refuse / Garbage – P/S	081601.01.001.00	Increase	\$ 8,000.00
Refuse / Garbage – C/E	081604.01.004.00	Increase	\$ 2,000.00
Mortgage Tax	003005.01.000.00	Increase	\$10,000.00

Cost associated with Garbage Disposal Contract and changes to support additional oversight.

**Abstract #20-25:** On a motion of Councilor McCormack, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board vouchers #20-1613 - 20-1658 were authorized from the following funds:

General Fund:	\$ 49,989.95	Highway:	\$ 422.31
Water:	\$ 332.17	Part Town:	\$ 276.15
Sewer	\$ 32.32		



**TOTAL:                   \$ 51,052.90**

**Abstract #21-01:** On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers #20-1284 - 20-1332 were authorized from the following funds:

General Fund:	\$ 48,855.82	Highway:	\$ 4,985.43
Water:	\$ 2,240.42	Part Town:	\$ 4,379.80
Highway PT	\$ 4,985.43		


**TOTAL:                   \$ 65,446.90**

**Executive Session:** On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 8:10 p.m. for Attorney Advice and property negotiations.

On a motion of Councilor Tucker, seconded by Councilor Alexander the meeting was returned to open session at 9:28 p.m.

On a motion of Councilor Tucker, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 9:28 p.m.

Respectfully Submitted,

  
Julie A. Stenger  
Town Clerk

**TOWN OF SKANEATELES  
OFFICIAL UNDERTAKING**

WHEREAS, Courtney Alexander, of the Town of Skaneateles, Onondaga County, New York, has been appointed to the to the Office of Deputy Supervisor of the Town of Skaneateles, and

WHEREAS, Charles Major, of the Town of Skaneateles, County of Onondaga, New York, has been elected to the Office of Town Justice of the Town of Skaneateles, and

WHEREAS, Bridgett M. Winkelman, of the Town of Skaneateles, County of Onondaga, New York has been appointed to the Office of Budget Officer of the Town of Skaneateles, and

WHEREAS, Keri E. Fey, of the Town of Skaneateles, County of Onondaga, New York has been appointed to Bookkeeper to the Supervisor of the Town of Skaneateles, and

WHEREAS, Paula M. Powell, of the Town of Skaneateles, County of Onondaga, New York, has been appointed to the Office of Deputy Town Clerk of the Town of Skaneateles, and

WHEREAS, Kimberly Benda, of the Town of Skaneateles, County of Onondaga, New York, has been appointed Clerk I to the Office of Town Assessor and Second Deputy to the Town Clerk of the Town of Skaneateles, and

WHEREAS, Judith Suhr, of the Town of Skaneateles, County of Onondaga, New York, has been appointed to the Office of Deputy Tax Collector of the Town of Skaneateles, and

WHEREAS, Richard Morris, of the Town of Skaneateles, County of Onondaga, New York, has been appointed to the Office of Constable of the Town of Skaneateles, and

NOW THEREFORE, we as respective elected and appointed officials do hereby undertake with the Town of Skaneateles that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Deputy Town Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into his hands as such Deputy Town Supervisor; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

This undertaking of the Budget Officer is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Budget Officer; and

This undertaking of the Bookkeeper to the Supervisor is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Budget Officer; and

This undertaking of the Deputy Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands in the Town Clerk's Office; and

This undertaking of the Second Deputy Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands in the Town Clerk's Office; and

This undertaking of the Clerk I is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into her hands Clerk I in the Town Clerk's Office; and

This undertaking of the Deputy Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Deputy Tax Collector; and

This undertaking of the Town Constable is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Constable; and

The Town does and shall maintain insurance coverage, presently with Haylor, Frey and Coon, Inc in the amount of \$1,000,000 with excess coverage in the amount of \$100,000 for Town Clerk and (2) Town Justices; \$300,000 for Supervisor, Deputy Supervisor, Tax Collector and Budget Officer to indemnify against losses through the failure of the officers, clerks and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.


CERTIFICATION


I hereby certify that at a meeting of the Town Board of the Town of Skaneateles, Skaneateles, New York January 4, 2021, the foregoing form and manner of the Official Undertaking was approved and duly moved by Councilor Legg and seconded by, Councilor Tucker a quorum of five members of the five-member Board being present, and each voted on the Resolution as follows:

Supervisor Janet Aaron	Yes
Councilor Kevin McCormack	Yes
Councilor Mark Tucker	Yes
Councilor Courtney Alexander	Yes
Councilor J. Christopher Legg	Yes

The Resolution was, therefore, duly adopted.

Dated: January 4, 2021

  
Julie A. Stenger  
Town Clerk  
Town of Skaneateles


  
Courtney Alexander, Deputy Supervisor


Charles Major, Town Justice

  
Paula Powell, Deputy Town Clerk

  
Judith Suhr, Deputy Tax Collector

  
Keri E. Fey, Bookkeeper to the Supervisor

  
Bridgett Winkelman, Budget Officer

  
Kimberly Benda, Clerk I, 2<sup>nd</sup> Deputy Town Clerk

  
Richard Morris, Town Constable

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of \_\_\_\_\_, 2021 before me, the undersigned, a Notary Public in an for said State, personally appeared Courtney Alexander, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Charles Major, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Bridgett Winkelman, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK

COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Paula Powell, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Kimberly Benda, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Keri E. Fey, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Judith Suhr, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF ONONDAGA

On the \_\_\_\_\_ day of January, 2020 before me, the undersigned, a Notary Public in an for said State, personally appeared Richard Morris, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

**PROCUREMENT POLICY  
RESOLUTION**

A resolution adopting internal policies and procedures for the Town of Skaneateles relating to all procurements of goods and services not subject by law to competitive bidding.

WHEREAS, Section § 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML § or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement;

NOW THEREFORE, be it

RESOLVED that the Town of Skaneateles does hereby adopt the following procurement policies and procedures:

Guideline #1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline #2: All (A) purchase contracts which exceed \$20,000.00 in the 12-month period commencing on the date of the first purchase; or (B) public works contracts over \$35,000.00, shall be formally bid pursuant to GML § 103.

Guideline #3:

A. All estimated purchase contracts of:

1. Equal to or less than \$20,000 but greater than \$3,000 require a written request for a proposal (RFP) and written fax quotes from three (3) vendors.
2. Less than \$3,000 but greater than \$1,000 require an oral request for goods and oral/fax quotes from two (2) vendors.
3. Less than \$1,000 but greater than \$250 are left to the discretion of the Purchaser.

B. All estimated public works contracts of:

1. Equal to or less than \$35,000.00 but greater than \$10,000 require a written RFP and fax/proposals from three (3) contractors.



2. Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from two (2) contractors.

3. Less than \$3,000 but greater than \$500 are left to the discretion of the Purchaser.

C. Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes offered.

D. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

Guideline #4: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting the judgment shall also be documented and filed with the record supporting the procurement.

Professional services may be awarded on the basis of merit and experience irrespective of cost.

Guideline #5: A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline #6: Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances.

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;
- g. Goods purchased at auction;
- h. Goods purchased for less than \$250.00;
- i. Public works contracts for less than \$500.00.

Guideline #7: This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Guideline #8: The following individuals are responsible for purchasing. This list shall be updated biennially.

<u>Name</u>	<u>Title</u>
1. Janet Aaron	Supervisor
2. Allan Wellington	Highway Superintendent
3. Julie Stenger	Clerk
4. Bridgett Winkelman	Budget Officer
5. Sue Murphy	Parks Manager
6. Charles Major	Justice
7. Kathleen Dell	Justice
8. Lori Milne	Tax Collector
9. Michael Maxwell	Assessor
10. Dave Wawro	Dog Control Officer
11. Robert Herrmann	Code Enforcement Officer
12. Karen Barkdull	Planning and Zoning Clerk
13. Denise Rhodes	Chair, Zoning Board of Appeals
14. Joseph Southern	Chair, Planning Board

I hereby certify that at a meeting of the Town Board of the Town of Skaneateles, Skaneateles, New York, on \_\_\_\_\_, the foregoing resolution was duly moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ a quorum of at least five members of the five-member board being present, and each voted on the resolution as follows:

Supervisor Janet Aaron  
Councilor Mark Tucker  
Councilor Kevin McCormack  
Councilor Courtney Alexander  
Councilor Christopher Legg

The resolution was, therefore, duly adopted.

Dated

  
\_\_\_\_\_  
Julie A. Stenger  
Town Clerk  
Town of Skaneateles