

Town Board Meeting

April 6, 2020

6:30 p.m.

Remote Meeting via www.zoom.com (id#: 780 278 480 password 789858)

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

Also Present: Bridgett Winkelman, Robert Herrmann, Karen Barkdull, Sue Murphy, Kim Benda, Allan Wellington, Miranda Robinson, Brian Buff, Jason Gabak (Skaneateles Press), Peter Babbles, Dale Abrams, Michele Norstad .

Town of Skaneateles – COVID 19 Update: Supervisor Aaron read the following statement regarding the COVID-19 Pandemic:

“Welcome to our first Zoom Meeting to connect with you for our public meetings. This is a whole new world for me and for all of us. Until further notice all future meetings of the Town Board, Planning Board and Zoning Board will be through Zoom. Information on how to connect to these meetings will be on the Town of Skaneateles website located at www.townofskaneateles.com under the calendar and date of the meeting. You will now need to enter both an ID # and a password. When you enter the meeting, you will be muted and will be recognized during public hearings or our public comment part of the agenda. I want to thank Julie Stenger for working so hard to make this happen for all of us.

I know this is a scary time for all of us, but we are Skaneateles and we have faced difficult times before and we have always done all we can to support each other. Your Town government is here for you. Our employees are working hard to continue the services and support you have always received from them whether they are working on site or remotely. Our Town Board has been hands on in dealing with each new issue we face in trying to keep our employees and residents safe. I thank all of them for all their efforts.

Tonight, you will hear from all departments on how they have changed their operation because of COVID19 I think everyone is doing their spring cleaning because the Transfer Station has to be the busiest place in Town. Please understand when they keep their distance. It is for your protection as well as theirs. The same goes for our Highway, Water and Parks Departments. We desperately want to keep our Parks open but may have to close down additional sections or the entire park if social distancing is not followed. You will hear from Parks when Sue gives her report.

We know there are so many sacrifices and challenges that each family, each business is facing right now. Skaneateles is not immune to this virus. Unless we all follow the guidelines for social distancing and stay home, this Virus will win. We have been at 8 cases for three days now. Let's not let it get any higher. Please stay home and if you have to go out PLEASE follow social distancing guidelines and wear facial protections and gloves. Let's stop it now.

Thank you. We will begin with the Pledge of Allegiance”

Highway, Water, Transfer Station: Highway Superintendent Allan Wellington reported the Highway Department had plowed two times since the last Town Board meeting and 124 times for the season compared to 140 times for last season. He stated the employees had been working in pairs of two, rotating every third day. Crews had been clearing plugged culverts, removing plow equipment from trucks and are planning to begin the drainage at the Sims Building April 8th. They took delivery of an aluminum culvert to be installed on Austin Road and he had met with the DEC

Officer to begin the permit process. They placed an order for the purchase of a new tractor for mowing roadsides, which was a budgeted item.

Highway Superintendent Wellington requested the Board to declare the following items as surplus in order to be sold at auction:

2002 International Plow Truck

1986 Ford 3910 Tractor.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the Town Board declared the 2002 International Plow Truck and the 1986 Ford 3910 Tractor as surplus in order to sell the equipment at auction.

Planning & Zoning: Planning Secretary Karen Barkdull reviewed the new Open Projects Report stating there are currently 15 open projects. She also reported the Planning and Zoning Boards are scheduled to hold their meetings remotely via Zoom. The Planning Board has changed the schedule to hold two meetings, one April 7th and one April 21st. The Zoning Board of Appeals meeting will be held April 14th.

Attorney Smith stated he had been working on the zoning updates. An attorney at his firm is working on reviewing and updating the revised document. Once this version, produced by the Zoning Committee is complete, this version and the version created by Planner Joel Russell can be compared and sent to Joel for his final review.

Codes: Codes Enforcement Officer Robert Herrmann reviewed the March report and stated - overdue permits are still stuck at 8, same as last month. Expired permits are up to 35. Inspections have slowed due to the COVID -19 pandemic. But they are trying to get a handle on working from home. Ben Garrett has been receiving plan reviews via email. He is doing well, getting them done and submitting them back to him to administratively get them on the system for processing. Kim Benda is working from home. She has new zoning projects. Karen is working from home on Planning projects. The Governor's executive order has slowed things down greatly, but they are all managing to still work to keep the office going. If there is work that can be done safely with small crews, construction can be continued.

Councilor Alexander stated the executive order from the Governor is mainly referring to residential construction. The school project and municipal projects, such as the Sims Building at Austin Park are exempt from the Order to cease construction.

Parks: Parks Manager Sue Murphy reported they had closed and fenced off the playground areas at all the parks. The notice was sent to the community last week stating:

"The Town of Skaneateles is committed to the health and safety of our community and our employees. Effectively Immediately, all Skaneateles Town Playgrounds (Austin Park, Mottville, Skaneateles Falls & Mandana) are closed due to the COVID-19 outbreak. Playground and Equipment Surfaces are NOT SANITIZED, and we do not have the ability to ensure sanitation of these surfaces on a daily basis.

Parks and trails will remain open to the public. Practice social distancing and safe hygiene when visiting Town Parks. All park goers should take extra precautions to stay healthy and safe. While solo exercise is okay, team sports (such as basketball, football, softball, and soccer) are not permitted in our parks at this time. Please maintain at least 6 feet of distance between yourself and others when outside and avoid congregating in groups.

Signs will be posted at all locations. Park visitors must adhere to all closure notices and current social distancing recommendations. In order to stop the spread of COVID-19, it is important that everyone take personal responsibility and practice social distancing.”

Ms. Murphy stated she had been monitoring the Parks to make sure all are adhering to these new regulations. She also reported they opened the Mandana parking lot on April 1st, sent out the 2020 Farmers Market applications to all vendors and attended webinars on the new Farmers Market regulations for this coming summer. She stated the parks crew are cleaning up the Parks from the winter and getting ready for Spring. They worked on the Fennel Street parking lot and finished the assembly of the new bleachers.

Councilor Alexander reported on the progress of the Sims Building project at Austin Park. She stated she met with Bill McGinnis and he is working on the punch list to finish the project. He will be there all week with a small crew.

Staff Engineer: Miranda Robinson, Staff Engineer reported she had been working on the LED Street lighting projects as well as the ongoing water projects. She thanked the Board for working with her on the Microsoft Teams program.

Budget: Budget Officer Winkelman reported her office is working as usual during this time. She stated payroll is being processed, as well as water billing , vouchers and abstracts. She reported \$150,000 was received from the State for the grant on the Old Seneca water project and she has been working with the auditors to complete the 2019 audit.

Supervisor Aaron thanked Budget Officer Winkelman for all she is doing to keep her office and assist all departments during this challenging time.

Minutes of March 16, 2020: On a motion of Councilor McCormack, seconded by Councilor Alexander, and with a (5-0) affirmation of the Town Board the minutes of March 16, 2020 were accepted as presented.

NYS Building Code Uniform Fire Protection and Building Code Resolution: Attorney Smith stated there is a New York State Building Code the Town Planning and Zoning must follow and this Code changes from time to time. This Building Code must be adopted by the Town, this allows the Code Enforcement Officer to enforce the code. This includes the chapters pertaining to residential code, building code, plumbing code, mechanical code, fuel gas code, fire code, property maintenance code, the existing building code and energy code. He recommended the Board adopt this resolution accepting the updated New York State Building Code as presented. This allows the Town’s Code Enforcement Officer to enforce the revised Code.

On a motion of Councilor Tucker, seconded by Councilor Alexander, and with a (5-0) affirmation

of the Town Board the following resolution was accepted as presented.

**RESOLUTION OF THE TOWN BOARD
OF THE TOWN OF SKANEATELES**

WHEREAS, the Town of Skaneateles Code ("Town Code") § 40-2 (Building Code Administration), defines "Uniform Code" as "[t]he New York State Uniform Fire Prevention and Building Code, as currently in effect and as hereafter amended from time to time"; and

WHEREAS, Town Code § 40-2 (Building Code Administration) defines "Energy Code" as "[t]he State Energy Conservation Construction Code, as currently in effect and as hereafter amended from time to time"; and

WHEREAS, on December 6, 2019, the State Fire Prevention and Building Code Council (the "State Code Council") adopted rules that amend and update the New York State Uniform Fire Prevention and Building Code ("State Building Code") and the State Energy Conservation Construction Code ("State Energy Code"), which amendments will become effective on May 12, 2020;

WHEREAS, the Town Board of the Town of Skaneateles desires to confirm and clarify that reference to the Uniform Code and Energy Code in the Town Code refers to the most recent versions of the State Building Code and State Energy Code.

NOW, THEREFORE, BE IT RESOLVED that as of May 12, 2020, any reference to the "Uniform Code" in the Town Code shall be deemed to mean the most recent version of the State Building Code, including all amendments adopted by the State Code Council on December 6, 2019, which shall include the following publications, all published in November 2019:

- 2020 Residential Code of New York State;
- 2020 Building Code of New York State;
- 2020 Plumbing Code of New York State;
- 2020 Mechanical Code of New York State;
- 2020 Fuel Gas Code of New York State;
- 2020 Fire Code of New York State;
- 2020 Property Maintenance Code of New York State; and
- 2020 Existing Building Code of New York State.

BE IT FURTHER RESOLVED that as of May 12, 2020, any reference to the "Energy Code" in the Town Code shall be deemed to mean the most recent version of the State Energy Code, including all amendments adopted by the State Code Council on December 6, 2019, which shall include the following publications:

- 2020 Energy Conservation Construction Code of New York State (published November 2019); and
- 2016 edition of the Energy Standard for Buildings Except Low-Rise Residential Buildings ("ASHRAE 90.1-2016").

Refinancing the Joint Town and Village Fire Station Bonds: Supervisor Aaron reviewed the bonding of the Fire Department Building. In 1998, the Village and Town of Skaneateles sought and obtained Special Act legislation of the State Legislature (Chapter 306 of the Laws of 1998, as amended by Chapter 600 of the Laws of 2004) which authorized the Village and Town to jointly finance, construct and own an emergency services facility for the benefit of the Village and the Fire Protection District. In 2006 the Village and Town of Skaneateles jointly bonded for 25 years in the amount of \$4 Million to finance the construction of a jointly owned Fire House located at the corner of Kane Avenue and W. Genesee Street, Skaneateles, New York.

John Shehadi from Fiscal Advisors recently brought to the Town and Village of Skaneateles the opportunity to refinance the joint bond and save a considerable amount of money.

The Town and Village of Skaneateles have agreed to explore refinancing opportunities for the 2006 Joint Fire House debt that remain outstanding. Fiscal Advisors had proposed to submit an agreement to the Town and Village of Skaneateles that would include circulating an RFP to interested parties in order to solicit bids for both public issuance and private placement refunding options in order to exercise the October 15, 2020 date on the outstanding bonds; and include that RFP results being presented to the Town and Village Boards including a cost issuance breakdown for both the public and private scenarios; and included using Trespasz & Marquardt, LLP as bond counsel.

Councilor McCormack asked if this would go out to public and private companies. Supervisor Aaron said yes. She is working with Village Trustee Kathleen Zapata regarding this and they believe this will give the Town and Village the opportunity to get the best interest rate.

Councilor McCormack asked how Trespasz & Marquardt were chosen as bond counsel? Supervisor Aaron stated they did the original bond. If the Board would like they could solicit bids for others. Attorney Smith stated all the Board is committing to now is to getting request for proposals. For the original Bond the Village used Trespasz & Marquardt, LLP as bond counsel. If the Board chooses you can revisit this issue.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with a (5-0) affirmation of the Town Board, the Town Board authorized Supervisor Aaron to sign the Inter-Municipal Agreement Regarding Refinancing the Joint Town and Village of Skaneateles Fire Station Bond. The resolution will be referred to the Village of Skaneateles for their approval in order to seek proposals for refinancing the bond.

Declare Equipment Surplus: 1998 Dump Truck – Parks: Parks Manager, Sue Murphy requested the Board declare the 1998 Dump Truck as surplus. The Parks Department purchased a truck from the Highway Department and this truck is no longer needed.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the Town Board declared the 1998 Parks Dump Truck as surplus in order to sell at auction.

Employee Guidelines Regarding COVID-19: Supervisor Aaron stated during the COVID 19 Pandemic the Town created a “Town Employee Guidance During the COVID-19 Pandemic” to help the Town Board and employees navigate through this uncharted time. She reviewed the document the Board had created to help guide them and their departments if they become sick, are exposed or test positive for COVID-19. The Town is currently paying all employees whether they are working remotely or on the job.

Supervisor Aaron stated these guidelines state that employees need to inform the Board if they become sick with COVID – 19 so the proper procedures are followed. Most of the guidelines are from the CDC and the New York State Health Department. The Board has closed the Town Hall. The Transfer Station is currently open normal hours. These guidelines reviewed the procedure if employees travel outside the area stating all work travel outside the area has to be approved by the Board.

Supervisor Aaron reviewed the section on equipment. She stated employees would be provided any needed equipment to work remotely and continue to operate each department. All employees on site must adhere to social distancing. In the Highway, Water, Transfer Station and Parks only one employee is riding in a vehicle at a time. All employees are to use personal protective equipment. These steps are hard for everyone to adjust to but important to protect the employees and the public from contracting the virus. All employees working in public places are required to wear a facial mask. These guidelines will be given to each employee.

Councilor Alexander stated this is happening everywhere, all essential businesses are practicing similar guidelines to protect their employees. She stated the Town is being proactive by providing these guidelines to protect the employees as well as our residents.

Councilor McCormack asked about the travel section of the guidelines. He asked if approval had to be given to employees for any travel. Supervisor Aaron stated, only travel that is work related for their job at the Town. If they travel for a personal reason they could be required to quarantine upon their return before returning to work. This would depend on the location they had traveled to. Councilor Alexander stated we are not restricting personal travel; we are only requiring the employee to report to the Board that they are traveling.

On a motion of Councilor Alexander, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the Town Board approved the "Town Employee Interim Guidelines during the COVID-19 Pandemic", upon approval the guidelines are to be distributed to all employees.

*Town Employee Interim Guidelines during the COVID -19 pandemic" attached

Town of Skaneateles Social Communication Policy and establishing a Facebook page: Supervisor Aaron stated the Town that the COVID-19 Pandemic highlighted the need for the Town to have other options for distributing information to the public in a timely and secure manner. In order to do this through social media a policy needs to be established. For the Town to provide information on a Town Facebook page or Instagram this policy will ensure the public the information has been approved by the Town Board.

Councilor Alexander reviewed the policy she had created with the Board's input. She stated this Public Relations Social Media Communication Policy requires the Town Board and all Town of Skaneateles Employees to conduct themselves with courteous, professional treatment of members of the public to help build confidence among the taxpayers we serve. We ask the Town Board and all Employees to make every effort to represent the Town of Skaneateles in a polite and professional manner in all communications with the public and share only approved appropriate official communication notices via formal Town of Skaneateles Media outlets with the comment section disabled on social media posts. In order to share information, the Town should establish their own Facebook page in order to protect the information that is shared to the public.

Supervisor Aaron thanked Councilor Alexander for all her work on creating this policy.

Councilor McCormack asked if other Towns have been establishing policies like this and would this Facebook page be locked so information could not be posted by people not authorized as an administrator of the page. Councilor Alexander stated a setting would be activated on the page not

allowing anyone besides those authorized to post any information and yes, other Towns have established social media web pages and authorized similar policies.

Attorney Smith stated he has reviewed the policy and as long as the Town is hosting a social media web page such as Facebook to post authorized information to the public and not allowing conversation between Board members, it would be no different than a bulletin board for information. There should be a clear policy of who is going to maintain the page and a liaison from the Board to review any information before posted.

Councilor Alexander reviewed the section on content in the policy:

Content:

- All original content must be posted to the government's website and the use of email, social media sites, etc. will be secondary outlets.
- Content shared on the Town Website & Social Media sites must be approved by the Town Supervisor and reviewed by the Town Board. Once official information is approved the content will be provided to the Town Clerk and distributed via the proper communication channels (media, email, website update & social media pages). The Town Clerk may authorize additional help uploading approved communications to these sites at her discretion.

Councilor McCormack asked if the information on the page would be subject to FOIL. Supervisor Aaron stated yes, this is why comments will be restricted. Councilor Alexander stated this is why the information would be the same as what is posted on the Town's website.

Councilor Legg thanked Councilor Alexander for her work on this and how thorough she had been. This could also be used for other social media platforms. Other platforms do not allow the level of controls as Facebook and she had addressed this in the policy.

Councilor Tucker also thanked Councilor Alexander for her work on this.

Councilor Alexander stated this policy is in Draft form. Once the page is created, she will have the exact wording of the policies and controls of a Facebook Business page. At that time, she will add the wording to the Policy and the Board can approve of the final version that would be included in the Town of Skaneateles Handbook.

Supervisor Aaron stated she is asking the Board to approve the establishment of a Town of Skaneateles Facebook Page and the Draft Public Relations Social Media Communication Policy.

On a motion of Councilor Tucker, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the Town Board approved the "Draft Public Relations Social Media Communication Policy", and the establishment of the Town of Skaneateles Facebook page.

Announcements/Correspondence/Updates

- *National Grid Letter – COVID 19:* Supervisor Aaron stated a letter was from National Grid reviewing their response to the COVID-19 Pandemic.

Public Comment: Peter Babbles commented stating he was very pleased with the Town's response to the COVID-19 Pandemic. He is in full support of this online meeting.

Budget Amendments – No budget amendments.

Resolution #20-036

Abstract #20-07: On a motion of Councilor Alexander, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board vouchers #20-0330-20-0379 were authorized from the following funds:

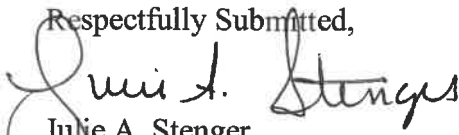
General Fund:	\$ 62,404.55	Highway:	\$ 15,449.39
Water:	\$ 463.31	Street Lgt.:	\$ 1,011.33
Hwy Part Town:	\$ 581.63	T & A:	\$ 1,115.89
Part Town:	\$ 1,925.05	Skn. Fire Dist.	\$ 269,418.75
TOTAL:	\$352,369.90		

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 7:35 p.m. for Attorney Advice .

On a motion of Councilor McCormack, seconded by Councilor Tucker the meeting was returned to open session at 9:25p.m. .

On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,


Julie A. Stenger
Town Clerk

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- 2016 edition of the Energy Standard for Buildings Except Low-Rise Residential Buildings ("ASHRAE 90.1-2016").

The adoption of the foregoing Resolution was moved by Alexander, seconded by Legg, and duly put to vote, which resulted as follows:

Janet Aaron	Voting	Aye
Courtney Alexander	Voting	Aye
Kevin McCormack	Voting	Aye
Mark Tucker	Voting	Aye
Chris Legg	Voting	Aye

The resolution was thereupon declared duly adopted.

Dated: March 16, 2020

April 6, 2020

TOWN EMPLOYEE INTERIM GUIDANCE DURING THE COVID-19 PANDEMIC

Signs of Illness, Family Illness, travel

If an employee develops symptoms such as fever, cough, and/or difficulty breathing, and have been in close contact with a person known to have COVID-19 or has recently traveled from an area with ongoing spread of COVID-19, **stay home and call your doctor. If you do not have a doctor** and have questions, symptoms, or may have been exposed to someone who has tested positive for COVID-19, call Upstate [University Hospital's Triage Line](#) at 315.464.3979 and you will be advised about testing. The line is open 7am to 11pm each day.

Then notify your Department Head or Town Supervisor.

Return to Work After Illness or Travel

Employees can only return to work after following clearance by the County Department of Health, your doctor's release or CDC guidelines and your Department Head's or Town Supervisor's approval.

Communication

- Department Heads should keep in contact with their employees (working at their Town work site or remotely) to ensure all work is being done and support is being provided, assignments are being made, and best-practices are reinforced whether at the work site or when working remotely.

Phishing Attempts

- With the coronavirus status alerts we are all receiving from individuals, businesses and organizations, it is important that we be careful on both our work and personal computers, making sure that the sender is verified as legitimate before clicking on the email. There has been an increase in the volume of phishing attempts by hackers attempting to introduce computer viruses or obtain confidential information.

Visitors and Signage

- With the exception of the transfer station, members of the public should not enter Town offices or workplaces. If a member of the public must visit a Town facility, the visit must be cleared by the supervisor of that department.
- Signage shall be posted at all Town facilities implementing this policy

Employee Events, Travel, and Personal Travel

- All training, work-related tasks and work travel of any kind outside of the Syracuse/Auburn Area must be approved by your Department Head.
- Any personal travel outside of the Syracuse/Auburn area is strongly discouraged.
- Anyone who travels outside of the Syracuse/Auburn area (for work or personal) will need to check in with your Department Head before returning to work.

Payroll, Timesheets, and Time Entry

- There will be no interruption with payroll. Employees who work remotely will be paid according to our standard payroll practices.
- Remotely working from home will be entered as normal hours worked. Timesheets need to be entered and submitted as usual.

Equipment

- The Town shall provide work-from-home equipment as deemed needed and desirable by your Department Head and Town Board.
- If you require additional equipment to work from home you should make a request to your Department Head. All such equipment must be returned to the Town when remote work arrangements are terminated.

Social distancing

- For employees working on site, observe all directions regarding social distancing.
- Employees on site must remain at least six feet apart from any other person.
- Employees are prohibited from riding together in vehicles.
- As appropriate, employees should frequently disinfect surfaces and use personal protective equipment. In particular common use tools, doorknobs, handles, operating buttons and switches, keys, and other common use objects should be operated wearing proper gloves and/or disinfected. COVID-19 can survive on hard surfaces such as steel and plastic for up to three days.
- Employees working in public places will be required to wear a facial mask.