

Town Board Meeting

October 5, 2020

6:30 p.m.

Remote Meeting via www.zoom.com (id#: 885 5756 7494 password 010739)

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

Also, Present: Bridgett Winkelman, Karen Barkdull, Sue Murphy, Kim Benda, Miranda Robinson, Allan Wellington, Paula Powell, Jason Gabak (Skaneateles Press).

Highway, Water, Transfer Station: Highway Superintendent Allan Wellington reported the Highway Department helped the Town of Brutus with paving, installed 270' of culvert pipe along Crow Hill Road and the site will be hydroseeded later in the week. They mowed roadsides cleaned up fallen trees, replaced traffic signs, made repairs on trucks for annual inspections and employees attended the annual mandatory PESH training. In the Water Department they restored the lawn at the Quik-Fill water service break and employees spent several days marking utilities along Route 20 for highway sign replacement. At the Transfer Station shipped another container of scrap steel and a new driveway was created to the field, next to the Swap hop area for parking.

Supervisor Aaron stated there had been a petition submitted by residents of County Line Road requesting a traffic study to reduce the speed limit on County Line. She asked Highway Superintendent Wellington to put the Town's speed sign along this stretch of County Line to register the speed of cars. She stated as soon as Mr. Wellington placed the sign, she received emails thanking the Town for putting up the sign and it has helped slow down traffic.

Planning & Zoning: Councilor Tucker reported the Planning and Zoning Department had 8 existing projects currently open; Hidden Estates, Graham County Line Road Subdivision, Zechman Subdivision, Graham Multi-Family Residences, Steve Datz, Meunier, and Victory Sports. Other activity included the completion of 4 credit hours of the required 24 hours of CEO training and two credit hours of safety training for the Town. They conducted three pre-application meetings and one denial, participated in two Eastern Gateway meetings, and participated in the Town draft zoning code public information meeting.

Codes: Councilor Tucker reported there were 15 new permits issued totaling \$2,453.20 in fees and a total of \$1,972,779.63 in value and 14 Certificates of Completions were issued.

Codes Officer Herrmann reported expired permits total 30 at this time, 7 of the original 350 are still open they will continue to chase those as time allows. Mr. Herrmann stated his mandatory Codes Enforcement Officer training is under way. He had completed 7 of the 24 hours required, Karen is also almost completed for the year, Ben has to get his scheduled. We are required to take an exam for the 2020 Code update before the 31st of December as well. Karen has completed this exam and he and Ben will complete theirs soon. Fire inspection database still in process.

Planning and Zoning Clerk Karen Barkdull stated it had been a very busy September and starting off to be a very busy October as well. She announced there is an informational meeting scheduled

for October 7th on the Graham Subdivision on County Line Road. Supervisor Aaron encouraged the Town Board members to attend.

Parks: Parks Manager Sue Murphy reported the Highway Department had helped the Parks crew repair the asphalt walking path at Austin Park. Ms. Murphy thanked the highway Department for their help. She reported they repaired the railing on one of the bridges at the Charlie Major Nature Trail. This repair was completed by Matt Sheppard and Gene LaForte. She announced they have worked with the Village and were able to receive funding of \$11,500 for the lighting at the north ballfield in Austin Park through the Independent Energy Efficiency Program and she had been working on the 2021 Budget and they had attended the Safety Training at the Town Hall.

Staff Engineer: Staff Engineer, Miranda Robinson reported the Water Department is scheduled to perform a hydrant flow test at the Bird's Nest and Highland Avenue since the Village Water Project is completed.

Ms. Robinson reported on the LED Street Lighting Project. The Street Lighting project is going well. NYPA had provided the Town with a presentation regarding their Street Lighting Maintenance Service program. The is basically showing what it would like if NYPA was given the opportunity to contract for the maintenance for the new LED Street Lights. The Town will have to decide if they want to go with NYPA's contract to monitor and maintain the new streetlights or contract with an outside company.

Ms. Robinson reviewed the proposed NYPA services.

Routine Services:

- Unlimited repair/replace service for routine events
- Response time – up to ten business days
- NYPA Control Center
- 24/7 call service

Performance Reports submitted to the Town

Non-Routine Services:

- All services beyond routine maintenance
- Response time – up to 30 business days
- Require community pre-approval
- Only pay for services rendered, typically recovered by insurance
- Budget set aside each year (if not used, remainder kept by community)

Emergency Services:

- Service when public safety at risk
- Once safe, follow Non-routine procedures
- Response Time 4 hours
- Fixed pricing per occurrence, typically recovered by insurance

Engineer Robinson stated she would also reach out to National Grid and other companies and research what other service contract opportunities are available.

Supervisor Aaron stated this had been a great opportunity with NYPA for this project. It allowed the Town to piggy-back with the City of Syracuse LED Street Lighting project and was a cost savings to us. But the Town should look at other options and pricing before going into an agreement with NYPA and see if their pricing is in line. The Board agreed to research other vendors.

Engineer Robinson stated NYPA, National Grid or another municipality would be the best to service the LED Streets and she would look into getting other prices.

Supervisor Aaron asked Attorney Smith if they would need to have a formal RFP. Attorney Smith stated no it would be an inquiry of other pricing options. Supervisor Aaron asked, when would we have to decide on a maintenance contract. Engineer Robinson stated by the first meeting in November. Since, the lights are new there should be little maintenance.

Engineer Robinson reported on the Soldier and Sailors Monument repair project. She stated it began today. VIUA construction was onsite and they anticipate the project taking 4-6 weeks. They are going about 4"-6" into the stone on the structure and as they are going back in the mortar, they are finding it is still hard, which is good.

Budget: Budget Officer Winkelman reported the Teamsters performed a five-year comprehensive payroll audit and the Town did very well, there where no disputes. She stated her and Supervisor Aaron had been working on the refinancing of the fire house bonds and as of last Friday, October 2nd the bonds were resold, and the Town and Village should recognize \$134,000 in savings. She is also continuing to work on the 2021 Budget with the Town Board. The Budget Workshop meeting scheduled on Thursday, October 8th has been rescheduled for 3:30 p.m. and she would like to schedule one more workshop on Saturday, October 17th with the Board, 8:30 a.m. to 12:30 p.m.

On a motion of Councilor Legg, seconded by Councilor Alexander , and with a (5-0) affirmation of the Town Board the October 8th Budget Workshop time was changed from 6:30 p.m. to 3:30 p.m. and an additional Budget Workshop is scheduled for October 17, 2020 at 8:30 a.m. and ending at 12:30 p.m.

Minutes of September 21, 2020: On a motion of Councilor Alexander, seconded by Councilor Legg, and with a (5-0) affirmation of the Town Board the minutes of September 21, 2020 were accepted as presented.

Minutes of September 24, 2020, Town Board Special Meeting – Informational Meeting on the Draft Zoning, Comprehensive Plan and Open Space Plan: On a motion of Councilor Legg, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board the minutes of September 24, 2020, Town Board Special Meeting were accepted as presented.

Electrical Inspector – Aaron Bellows, Upstate Electrical: Codes Officer Herrmann reported to the Board York Aaron Bellows of Upstate Electrical had requested to be approved to conduct electrical inspections in the Town of Skaneateles. He stated they have provided Mr. Bellows

certifications and their insurance naming the Town of Skaneateles as an additional insured. He stated this will give residents more option for electrical inspectors.

On a motion of Councilor Tucker, seconded by Councilor Alexander, and with unanimous (5-0) affirmation of the Town Board, the Board approved Aaron Bellows with Upstate Electrical, Inc. to perform New York State require electrical inspection in the Town of Skaneateles.

Town of Skaneateles 2021 Tentative Budget: Budget Officer Winkelman presented the 2021 Tentative Budget to the Board. She stated it is a work in progress and will be continued to be reviewed over the next month.

Supervisor Aaron stated the Board would have to make a motion to accept the 2021 Tentative Budget and schedule the public Hearing.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the 2021 Town of Skaneateles Tentative Budget was accepted and a Public Hearing for the Town of 2021 Budget is scheduled for November 2, 2020 at 7:00 p.m. .

Town of Skaneateles Employee Handbook Update-“*Disclosure of Information*”: Supervisor Aaron reported to the Board the amendment to the Town of Skaneateles Employee Handbook was presented to the Board at the September 21, 2020 Town Board meeting. The proposed amendment was distributed to all departments and employees for any comments. No comments were received.

She stated this update is a reminder that certain documents are sensitive and confidential information and cannot be deposed or shared outside the NYS Freedom of Information Law.

On a motion of Councilor Alexander, seconded by Councilor Legg the following amendment was approved to be added to the Town of Skaneateles Employee Handbook:

“Disclosure of Information

Policy Statement – *The Town promotes open government and complies with all requirements regarding public access to information. However, the Town recognizes that certain documents, records, and other information pertaining to Town operations and activities contain sensitive and confidential information about Town residents and others who do business with or on behalf of the Town and/or its residents. Such information cannot be photocopied, duplicated, discussed, or otherwise disclosed to any outside party except in accordance with the Freedom of Information Law or any other applicable laws and regulations. An employee is also prohibited from sharing or otherwise disclosing such information with other Town employees, family members or friends who do not have a Town business reason to have such information.*

Responsibility for Security of Confidential Information – *Elected Officials, Department Heads and employees are responsible for maintaining the security of documents, records and other information that fall within their department operations. Any request from outside parties for disclosure of information under the Freedom of Information Law or any other applicable laws or regulations must be submitted to the Town Clerk.*

Employee Personal Information – An employee should never provide a caller or visitor with confidential information regarding employees, including home addresses and personal telephone numbers. An employee should take the person's name and telephone number and inform the caller/visitor that a message will be forwarded to the employee."

Fire Department Bond Refinance: Supervisor Aaron reported to the Board on Friday October 2, 2020 Fiscal Advisors and Attorney Bill Marquardt completed the refinancing of the Fire Department bonds. Budget Officer Winkelman stated this will be an approximately \$134,000 savings to the residents of the Village and the Fire Protection District.

Announcements/Correspondence/Updates

▪ ***County Line Road Petition:*** Supervisor Aaron announced a petition was received by the residents of County Line Road requesting a traffic study due to the increase in the speed, narrow road, and inadequate signage on County Line Road from Route 20 to Benson Road. She stated this is a challenging area, numerous studies had been done in the past.

On a motion of Councilor Alexander, seconded by Councilor Legg the Board authorize the Town Clerk to submit this petition to the Onondaga County Department of Transportation as well as the New York State Department of Transportation for review.

▪ ***Letter from Mary Sennett – Thank you to Amy Rolleri for reopening the Swap Shop:*** Supervisor Aaron stated a letter was received from Mary Sennett praising and thanking Amy Rolleri and the volunteers for taking the initiative to reopen the Swap Shop at the Transfer Station. Councilor Legg also wrote in support of Amy Rolleri the volunteers and the Town Transfer Station and Highway Department Employees.

Supervisor Aaron also thanked Councilor Legg for his help in making the Swap Shop work. The Board agreed and thanked all the employees and volunteers.

▪ ***Letter from NYS DOT to Tonya Coleman stating they received their Route 20 request:*** Supervisor Aaron a letter was received from the NYS Department of Transportation that they received the request from Ms. Coleman to add a cross walk and consider the lowering of the speed limit on Route 20 at the intersection of Coach Road. They stated they will conduct a formal investigation and let the Town know their findings.

▪ ***Letter from John Sheldon:*** Supervisor Aaron announced a letter was received by the John Sheldon regarding affordable housing in the Town and the Graham Subdivision. This letter was referred to the Planning Board.

▪ ***Public Hearing – October 15, 2020 at 7:00 p.m. – Proposed Local Law 2020-C “ A Local Law Amending Chapter 148 of the Code of the Town of Skaneateles”, The Town of Skaneateles Comprehensive Plan and the Open Space Plan:*** Supervisor Aaron stated a Public Hearing is scheduled on this Proposed Local Law, Comprehensive Plan and Open Space Plan. This meeting will be held via Zoom. The hearing will be closed that night and the comment period would be open till October 26, 2020. On November 2, 2020, the Board would complete the SEQR process, when this is completed the Board would be able to act at the second meeting in November or first meeting in December.

Supervisor Aaron stated the Board will need to schedule an attorney advice session with Joel Russel on October 2, 2020 at 3:30 p.m.

On a motion of Councilor Tucker, seconded by Councilor Legg the Board scheduled a Special town Board meeting on October 7, 2020 at 3:30 for Attorney Advice with the Board, Attorney Smith, and Joel Russell.

Transfer station Holiday Closings: Supervisor Aaron announced all departments will be closed October 12 for Columbus Day, the Transfer Station will be closed on November 11th for Veterans Day, November 26th for Thanksgiving, December 25th for Christmas, and January 1st for New Years.

Public Comment: No one commented.

Budget Amendments – No budget amendments.

Abstract #20-19: On a motion of Councilor McCormack, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board vouchers #20-1139 - 20-1190 were authorized from the following funds:


General Fund:	\$ 9,558.23	Highway:	\$ 2,010.29
Water:	\$ 1,189.97	Part Town:	\$ 4,530.17
Fire District:	\$ 34,531.25	Highway PT	\$141,176.29
T & A:	\$ 390.00		
TOTAL:	\$193,386.20		

Executive Session: On a motion of Councilor Alexander, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 7:20 p.m. for Attorney Advice and property negotiations

On a motion of Councilor Tucker, seconded by Councilor Legg the meeting was returned to open session at 9:15 p.m. and immediately adjourned.

On a motion of Councilor Legg, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned.

Respectfully Submitted,


Julie A. Stenger
Town Clerk