

**Town Board Meeting**  
**November 2, 2020**  
**6:30 p.m.**

**Remote Meeting via [www.zoom.com](http://www.zoom.com) (id#: 834 9333 3445 password 523733)**

**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.

**Highway, Water, Transfer Station:** Highway Superintendent Allan Wellington reported in the Highway Department the plows had been out two times, they built up road shoulders on Masters, Austin and Clapp Roads, blacktopped over the culvert installation on Heifer Road, ordered a shipment of winter salt, installed plows and sanders on 5 trucks, made several truck repairs and dug multiple test holes with Plumley Engineering at the Town property at 75 Fennell Street. In the Water Department they installed a 2" water meter pit on West Lake Street, completed maintenance on the 2 remaining pressure reducing valves and Joe Dwyer attended water school in Canastota. At the Transfer Station they baled and shipped another load of cardboard, secured a new guard shed to be delivered on November 4<sup>th</sup>, built a foundation pad and ran wiring for the new guard shed.

Councilor Legg stated the Town roads were in excellent shape with the first snow fall this morning, he thanked Allan and his crew. He also announced the Swap Shop had completed the season on Saturday. He thanked the Transfer Station employees for all their help in making the Swap Shop a success.

Supervisor Aaron also thanked Amy Rolleri for volunteering and organizing the volunteers as well as the Transfer Station employees.

**Planning & Zoning:** Councilor Tucker reported the Planning and Zoning Department had 6 existing projects currently open; Hidden Estates, Graham County Line Road Subdivision, Zechman Subdivision, Graham Multi-Family Residences, Meunier, and Victory Sports. Other activity included the Zoning Committee meeting on October 27<sup>th</sup> to review the submitted comments and the discussion will continue, including Mr. Eggleston, 2 additional hours of the required 24 hours of Codes Enforcement Officer training and additional zoning training. They had conducted for pre-application meetings and participated in two eastern gateway meetings.

**Codes:** Councilor Tucker reported there were 12 new permits issued totaling \$2,258.00 in fees and a total of \$ 358,176.14 in value and 4 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.

He had completed 29 of the 24 hours required, Karen is also almost completed for the year, Ben still has to get his scheduled. We are required to take an exam for the 2020 Code update before the

31<sup>st</sup> of December as well. Karen and I have done so, Ben is yet to complete. Fire inspection database still in process.

**Parks:** Parks Manager Sue Murphy reported the tennis court nets are down for the season. The Sims building restrooms will be closed before Thanksgiving. We would like to keep it open as long as the weather allows.

The lighting project for the north field at Austin Park had been completed. They received three quotes, Budget Officer Winkelman had reviewed the quotes and they had been submitted to IEEP and the Village for reimbursement. She thanked the IEEP program and the Village for having the Town participate in this opportunity.

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.

**Staff Engineer:** Staff Engineer, Miranda Robinson reported the safety committee met last week to work on the Governor's new mandate requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The goal is to send an outline to each department head for their comments and input by early December. From there the Town will be able to compile a Town wide plan.

For the Solar Project at the Transfer Station the Engineering Department will be meeting with Central New York Regional Planning and Development Board, Mr. David Bottar on Wednesday at the site of the new solar project. Mr. Bottar is interested in how the project has gone so far and what is still to come. The Skaneateles Solar Project is the first solar project in the area that the CNYRPD has been working on.

Engineer Robinson stated the Gateway Committee met last week to discuss the letter that was sent out via email last week. The Board resolved to have the Supervisor and Councilman McCormack sign and send to the appropriate parties at the Department of Transportation. The letter was signed and sent out today. We are looking forward to working with the forward-thinking group at the NYSDOT.

The LED Streetlights are at 90% completion and will be reviewed with NYPA for payment.

The Water and Engineering departments had a few field trips last week on how to improve the water system in the short term, due to the breaks that continue to occur on 321. We will be doing an experiment out on 321 on November 10<sup>th</sup> at 1:00 p.m., this test will not result in any customers to be without water.

The Mirbeau connections are scheduled to be opened this week pending the disinfection results. The lines have passed the pressure test. Supervisor Aaron stated we are now disconnected from the Village line and reconnected to the Town's water main that went across the Mirbeau Property. .

A letter was received from C&S Engineering regarding the fire flow and concluded the pressure results are now acceptable by Health Department standards. Supervisor Aaron stated this allows

the Skaneateles Springs project and the Zechman Subdivision to meet the Health Department's water flow standards. These results have been forwarded to the Planning Board.

Engineer Robinson displayed photos and a video of the progress at the Soldiers and Sailors Monument. She reviewed the detail of the monument and the progression of the repairs. The pictures will be available to anyone who would like to see. There will be a section on the repairs in the next newsletter.

**Budget:** Budget Officer Winkelman reported the third quarter payroll taxes had been filed. They are continuing to review all department fees and outstanding water balances would be submitted to the County to be levied onto the 2021 Town and County tax bills.

**2020 Election Information:** Town Clerk, Julie Stenger reviewed the 2020 Election schedule. She stated all polling places would be open from 6:00a.m. to 9:00 p.m. Masks are required to enter all polling places. There will be locked drop boxes at each polling place for people to drop absentee ballots off if they did not return them by mail.

**Minutes of October 15, 2020, October 19, 2020 and October 26, 2020:** On a motion of Councilor Tucker, seconded by Councilor Legg, and with a (5-0) affirmation of the Town Board the minutes of October 15, 2020, October 19, 2020 and October 26, 2020 were accepted as presented.

**2020 Expiring Terms – Board of Assessment Review, Planning Board and Zoning Board of Appeals:** Supervisor Aaron announced the following terms are expiring:

Planning Board:	Joseph Southern
Zoning Board of Appeals:	James Condon
Board of Assessment Review:	Michael Zuber

These people had been notified and an ad will be in the Skaneateles Press and on the Town website. All persons interested are to submit their letters of interest by November 20, 2020 to the Town Clerk.

**Deputy Town Clerk Appointment- Paula Powell Full Time and Second Deputy Kim Benda Part Time:** Supervisor Aaron stated Julie Stenger, Town Clerk had decided on her Deputy Town Clerk.

Town Clerk Stenger stated after a long process and careful consideration, she had chosen a Deputy Town Clerk, to fill the full-time-position. She would like to start Paula Powell to the full-time position beginning on November 18, 2020.

Paula has worked part-time in the Clerk's Office and the Assessor's Office since February 2018 and has been an asset to the Clerk's office and the Town Hall since she began. Paula is a Notary Public and has completed her Passport Acceptance Agent training. The proposed salary would be \$41,500 per year.

Ms. Stenger stated Kim Benda had been working part-time in the office as well and will continue to fill the part-time role previously held by Paula Powell. She will also continue her part-time

position as secretary to the ZBA. Paula is currently the Clerk to the Assessor and will leave that role to assume the Deputy Town Clerk position. Assessor, Mike Maxwell had met with Kim Benda and with her agreement, he will be submitting a recommendation for the Town Board to appoint her to the part-time Clerk to the Assessor position. For the three positions, a total of 30 hours per week had been budgeted by these departments.

Ms. Stenger thanked the Board for all their support during the transition in the Town Clerk's office. She also stated what a great addition both Paula Powell and Kim Benda had been to the Town Hall team as well as the Town Clerk's office. They had done a great job over the past 2 years and we could not have gotten through this year without them.

Supervisor Aaron stated they have both been great additions to the office and it works out nice to see employees understand how the Town operates in more than one department. They really have worked well together as a team and she looks forward to working with them all in the future.

On a motion of Supervisor Aaron, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board the Town Board approved the appointment of Paula Powell full-time Deputy Town Clerk at a salary of \$41,500 per year and Kimberly Benda part-time second deputy Town Clerk, to start November 18, 2020.

**7:00 p.m. Public Hearing – 2021 Preliminary Budget:** Supervisor Aaron stated the Board has spent Thursdays and Saturdays since September going line by line over the Town's Budget. The Board works with all the departments and department heads. The Town Clerk posted the public notice at the Town Hall and on the website on October 15, 2020 and published in the Skaneateles Press on October 21, 2020. Supervisor Aaron stated Budget Officer Winkelman had done a great job again this year and thanked her for all her help and hard work.

Budget Officer Winkelman gave an overview of the proposed Town 2021 Budget. She stated the largest portion of the Town's Budget was the Personal Service expenses, this includes wages and salaries, the average increase received was 2.25%. One new position was created, Bookkeeper to the Supervisor. To start training in preparation of retirement.

Other increases include New York State Retirement contribution, which is approximately \$207,000 and the Town's contribution for participating employees' Health Insurance. This coverage is stable and does not change much.

Budget Officer Winkelman reviewed some of the General Fund highlights; The Assessor had budgeted \$15,000 for data collection and \$25,000 to set up a reserve for a future town wide revaluation. \$20,000 was budgeted for design fees to update the signs town wide. There is \$102,000 budgeted for Ambulance Service. The Parks Department budgeted \$35,000 for reserve funds and Capitol Projects maintenance at the Sims Building, including paving the parking lots and walking path at Austin Park.

The Transfer Station is reflecting an increase of \$4,000, the Town Board needed to stabilize the impact on the overall budget due to increase in expenses and the 2020 contract. This Board worked very hard to minimize and stabilize the impact on the Town's overall budget, while still providing



the residents the service they are accustomed to.

Budget Officer Winkelman reviewed the planned services budgeted for 2021. These include \$20,000 to support the “9 Element Plan” and the Town will encumber \$35,000 from the 2020 budget to continue the Hamlet Planning assisted by Onondaga County Planning.

The Skaneateles Fire District expenses had been reduced in 2021, but still supports the annual equipment contribution of 35% of the budget to the fire company. In 2021 the equipment contribution will be \$105,621 compared to \$107,126 in 2020. In the current budget of 2020, the Town paid 61% of the replacement of the air packs or \$101,539, these funds came from a reserve that the Town Board established to support the volunteer firemen and all they do for the community.

Budget Officer Winkelman reviewed the reserves set up by the Town Board. The Town Board funded many reserves over the years, which allows the departments to count on being able to plan for purchases and execute projects without compromising the budget. Not every expense can be forecasted and saved for, but many of them can and the Town Board has done that over the years. By having a number of reserves that are used to pay for large purchases or even to do capital projects, this in turn allows the Town to have stable tax rates. We are in a stable environment.

Supervisor Aaron reviewed the Transfer Station Budget stating the Transfer Station is the most expensive department in the Town.

Councilor Legg, liaison to the Transfer Station reviewed the expenses and the proposed changes at the Transfer Station to try and reduce costs, he reviewed the following statement approved by the Town Board:

“Our Transfer Station is not only the most expensive Town department, but also experiencing the single fastest increasing expenses. Since January, we have investigated expenses and revenues to seek solutions to mitigate the escalating costs. We gathered data and explored options to aid the investigation. We approached the issue deliberately with an openness to new solutions. We incorporated information and sought best practices from area municipalities, Onondaga County Resource Recovery Agency (OCRRA), and private haulers. We are a transfer station not a landfill operation, so our costs are subject to market changes.

Contract bids rapidly rose due to global recyclable and local trash market changes. Contracted fees for recyclables and trash are computed based on tipping fees by the ton and hauling fees per trip to a refuse facility. The contracted fee for brush grinding is \$850 per hour.

Tipping fees for recyclables have increased from \$0 per ton to now \$60 per ton. Many years ago, we received rebates for the value of recycled material sold on the market. The shift of recyclables from a revenue source to an expense is due to the global market loss of sales. Our transfer station segregates corrugated cardboard as the sole revenue producing recyclable.

Tipping fees for trash have increased from \$40 per ton in 2018 to now \$60 per ton. The per haul fee for recyclables and trash is now \$350 per haul an increase from \$150 per haul in 2018. Each haul of recyclables is approximately 5 tons, compacted trash 9 tons, uncompacted trash 5 tons.

Skaneateles is the only town in Onondaga County that still accepts business trash, recyclables, and brush at its transfer station. Most towns do not operate a transfer station and instead contract with a private hauler for residential only trash and recyclable pick up. Many of those towns removed themselves entirely from the process and refer residents to private haulers to contract directly. Last month the Town of Owasco discontinued its privately operated residential transfer station due to unaffordable bid quotes. They referred their residents to private haulers.

Landfill or incinerator refuse facility operation requires a certified weigh station to properly charge for any material received. A weigh station installation and maintenance plus weigh master salary is an expense beyond the scope of our small-scale operation.

As a transfer station, we are limited in our ability to control the cost of disposal. The most appropriate way forwarded led us to recognize that we can no longer support business, lawn service, and tree service disposal operations. There are local, alternative options for disposal of those items on a proper fee for service basis. In order to preserve residential service at the Transfer Station, a fee increase is required. Considering best practices and rising costs, the most viable option to meet residential needs and control cost is to discontinue accepting business, lawn, and tree service and to increase residential fees.

After considered deliberation, our intention is to change the Transfer Station to residential service only with a fee increase. Our 2021 Budget Public Hearing remains open to public comment. Please send your statement regarding the Preliminary 2021 Town Budget (<https://www.townofskaneateles.com/assets/Uploads/2021-Preliminary-Budget2.pdf>) to the Town Clerk by email at [jstenger@townofskaneateles.com](mailto:jstenger@townofskaneateles.com) or mail or hand deliver at Town Clerk, 24 Jordan Street, Skaneateles NY 13152.”

On a motion of Councilor McCormack, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, the Public Hearing was opened.

Supervisor Aaron asked if there was anyone who had any questions or wished to speak in favor of or against the 2021 proposed budget.

No one spoke.

Supervisor Aaron stated this is a major change to the Transfer Station and the Board agreed to keep the public hearing open for additional comments till the next Town Board meeting. Any comments should be directed to Julie Stenger, Town Clerk, by email, mail, or phone, [jstenger@townofskaneateles.com](mailto:jstenger@townofskaneateles.com), 24 Jordan Street, Skaneateles, NY 13152 or 315-685-3473.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the 2021 Town of Skaneateles Budget Public Hearing was kept open for public comment until November 16, 2020

**Onondaga County Town Planning Grant:- Hamlet Planning Project:** Supervisor Aaron announced notice was received from Onondaga County that the Town of Skaneateles had been awarded a \$50,000 Town Planning Grant to develop a comprehensive plan, town center or hamlet planning project as described in the Town's application to the Syracuse Onondaga County Planning Agency.

Councilor Legg, liaison to the Hamlet Committee, stated he is working with the committee and Dan Kwasnowski from SOCPA. Mr. Kwasnowski stated he would be sending a contract for the Town to sign and they would work together on creating the request for proposals.

Councilor Legg said he and the committee were disappointed in the delay of this project due to COVID and are excited to get it started with public participation when the COVID restrictions are lifted. He thanked the County for keeping this grant in place.

Supervisor Aaron and Councilor Legg agreed the County had the expertise to create the request for proposals and choose the most qualified vendor.

**NYS Department of State request - Memorandum of Understanding between the Town of Skaneateles and The Skaneateles Lake Association for the 9 Element Watershed Plan:** Supervisor Aaron stated Kathy Bertuch of CNYRPDB contacted her and stated the NYS Department of State has informed Regional Planning and Development of additional requirements needed to support the local match share of the Skaneateles Nine-Element Planning grant. Although both the Town and the Skaneateles Lake Association (SLA) have committed to contribute, and have already provided documentation of fees paid directly to Upstate Freshwater Institute (UFI) for water quality monitoring and data analysis completed in 2018, The Department of State is now requiring a Memorandum of Understanding (MOU) between the Town and SLA demonstrating that commitment, identifying the source of the funds used to pay UFI, and directly stating that neither the Town nor SLA will claim reimbursement from the DOS for these costs. They also required us to provide either the data or summary reports from this monitoring work as project deliverables. Dave Matthews from UFI was able to quickly send the summary reports and they have been submitted to DOS.

Supervisor Aaron stated this basically means the Town is not going to ask the Department of State for the money they had spent in the previous year.

Supervisor Aaron stated CNYRPD has provided the Town and the Skaneateles Lake Association with a Memorandum of Understanding to sign and submit to the Department of State.

On a motion of Councilor Alexander, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board the Supervisor was authorized to sign the Memorandum of Understanding with Waterfront Revitalization Program Local Match to Advance the Skaneateles Lake Watershed 9 Element Management Plan.

**Schedule Fire Department Informational Meeting:** Supervisor Aaron stated the Fire Department is asking both the Town and the Village to consider purchasing the property East of the Fire Station to build a bunk house or residence in support of the firemen. The Village Board held an informational meeting last week and now the Town Board would like to hold one for feed

back from the residents. This meeting would be held via Zoom. This will allow the public to ask questions before the Board makes any decisions.

Supervisor Aaron stated she would reach out to the Fire Department to arrange a date available for them and the Town Board. This will be advertised, on the website and Facebook.

**Announcements/Correspondence/Updates**

▪ *City of Syracuse – SEQOR Notice:* Supervisor Aaron announced the City of Syracuse had made application to the NYSDEC for a State Pollutant Discharge Elimination System (“SPDES”) Permit to allow the Department to apply Earth Tec, an EPA approved aquatic pesticide and water pretreatment chemical, as needed within a portion of the northern basin of Skaneateles Lake to control cyanobacteria (blue-green algae). Based on its review and analysis of the Full Environmental Assessment Form and related materials concerning the proposed project, as well as the criteria set forth at 6 NYCRR § 617.7, the Department determined that the proposed project does not have the potential to create any significant adverse environmental impacts. As a result, the Department issued a negative declaration for the project under the State Environmental Quality Review Act, a copy of which is attached for your review pursuant to 6 NYCRR § 617.12(b). Question concerning the project can be directed to Rich Abbott, Watershed Quality Coordinator and copies are available at the Town Clerk’s Office.

▪ *Town Departments Holiday Closings:* Supervisor Aaron reviewed the following Town Department closings for the 2020 holiday season:

**Transfer Station:**

November 11, 2020	Veteran’s Day
November 26, 2020	Thanksgiving
December 25, 2020	Christmas
January 1, 2021	New Years

**Town Hall:**

November 11, 2020	Veteran’s Day
November 26 <sup>th</sup> & 27 <sup>th</sup>	Thanksgiving
December 24 <sup>th</sup> & 25 <sup>th</sup>	Christmas
January 1, 2021	New Years

▪ *Public Parking at Fennell Street Property:* Supervisor Aaron announced the parking at the Town property at 75 Fennell Street will be closed due to the soil testing. The repairs will take place in the Spring.

▪ *Update – Logging at Mable Reynolds Property:* Supervisor Aaron announced the logging project at the Mable Reynolds Property had been completed. She thanked P&R Pulp for the job they had done and thank you to Tad Young for volunteering to help finish the project.

▪ *Update – 321 Street Light:* Supervisor Aaron announced the three-way stop light at the intersection of Route 321 and Old Seneca Turnpike will be turned on in the next couple of weeks. There had been a hold up with Nation Grid to get the electric hooked up. Signs will be up notifying the public



▪ *Shotwell Brook Stormwater Project:* Supervisor Aaron reviewed the Onondaga County Soil & Water Newsletter and highlighted the following “The primary goal of this conservation practice is to significantly reduce sediment transport to Skaneateles Lake. High intensity storm events have historically resulted in high volume turbid discharges at the tributary outlet resulting in significant sediment plumes in Skaneateles Lake. Improving water quality within the Shotwell Brook Watershed is of high priority due to its close proximity to one of the City of Syracuse's drinking water intakes. The City and surrounding communities comprise of over 220,000 households that are dependent on Skaneateles Lake as their unfiltered drinking water supply.”

**Public Comment:** No one commented.

**Budget Amendments** – No budget amendments.

**Abstract #20-21:** On a motion of Councilor Legg, 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:	\$ 41,482.36	Highway:	\$ 5,218.13
Water:	\$ 6,041.22	Part Town:	\$ 1,284.37
Street Lighting	\$ 1,770.58	Highway PT	\$ 429.79

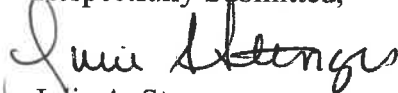
**TOTAL:** \$ 56,256.45

**Executive Session:** On a motion of Councilor Legg, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 7:44 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 8:50 p.m.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,



Julie A. Stenger  
Town Clerk