

**Town Board Meeting
December 16, 2019
6:30 p.m.**

Present: Supervisor Aaron, Councilor Badami, Councilor Coville, Councilor McCormack, Councilor Tucker, Attorney Smith.

Also, Present: Sue Murphy, Bridgett Winkelman, Dana Pickering, Jason Gabak (Skaneateles Press), Martin Dillon, Chris Legg, Allan Wellington, Courtney Alexander, Jim Greenfield (Deputy Supervisor).

Department Reports

Highway, Water, Transfer Station: Highway Superintendent, Allan Wellington reported the Highway Department plows had been out 21 times since the last Board meeting, 36 times for the season. They had made equipment repairs, patched potholes, cut brush along rights-of-way with the boom axe, cleared several culverts and picked up fallen tree limbs. Highway Superintendent Wellington reported the Water Department repaired a leaking fire hydrant on Old Seneca Turnpike, ordered a replacement fire hydrant for Clapp Road and worked with a homeowner on Miller Street to repair a leaking water service. At the Transfer Station Clifton Recycling chipped brush for one day, they scheduled a baled cardboard pickup for this week and the John Deere loader had been transported to a repair facility, to replace a cracked transmission case.

Parks: Sue Murphy reported the Swap Shop Winter Equipment Event was very successful. They repaired the electrical at the Fennell Street building, starting interviews for lifeguards and councilors for the summer of 2020 and she is scheduled to meet with the Farmers Market vendors to review last years Market and prepare for next year.

Veterans Coordinator: Town of Skaneateles Veteran's Coordinator, Cindy Meili reported to Board. She stated her mission is to provide support and assistance to all veterans through community outreach.

Ms. Meili reviewed some of her jobs and responsibilities , such as; identifying veterans in need of assistance, establish and build a network of trust, execute duties in confidentiality, home visits and well checks on homebound Veterans, arranging for transportation, delivery of food items, scheduling medical and mental health appointments. She stated she works closely with Adult Protective Services to identify Veterans who are being mistreated and assisting with transitional assistance for separating military members and their families.

Ms. Meili reviewed some of the benefits her position offers the Veterans of our community; a local conduit to County and State level benefits, ensuring rural Veterans convenient access to updated Veteran information. She stated connecting community with Veterans allows for stronger relationships.

Ms. Meili reviewed the programs she helped sponsor through the Town and the American Legions; Veteran's Day Dinner, Veterans Outreach Day, Wake for Warriors Welcome Back Dinner, Military Tribute Banners, and the Honor Flight for World War II and Korean Veterans.

Ms. Meili stated she also works with outside agencies such as; Onondaga County Veterans Service Agency, Central New York Veterans Recognition Foundation, Syracuse Honor Flight, Vet Center of Syracuse, Red Cross, Catholic Charities, Rescue Mission and the NYS Division of Veterans Affairs in Syracuse and Albany.

Ms. Meili stated she is a Military spouse which is a great asset to her position. She understands the problems and concerns of the Veterans.

Supervisor Aaron and the Board stated Veteran Coordinator Meili is doing a great job and thanked her for all her work in the community.

Conservation Committee: Conservation Committee Chairman, Randy Nonemacher reported to the Board on the activities at the Conservation Areas in 2019. Mr. Nonemacher stated he had been working with volunteer, Todd Reilly at the Conservation Areas. They had worked on repairing and rebuilding the steps at Gully Falls.

Randy stated he also volunteers at Baltimore Woods, which has taken up more of his time. Todd Reilly has been helping at the Town Conservation Areas weed eating and rerouting trails. Mr. Reilly had been doing a lot of the work Randy had done in the past and is a great help. They were also working on the board walk that was damaged by the beaver damn.

Supervisor Aaron asked if Todd Reilly is on the Committee. Randy stated no, he is not and doesn't want to be. He just wants to do the hands-on work. Randy stated the Committee needs more members and volunteers. Supervisor Aaron stated they will work on advertising for more members. Town Clerk, Julie Stenger will work on an ad for the Skaneateles Press and put it on the Town's website.

Supervisor Aaron and the Board thanked Randy for all his work at the Conservation Areas.

Skaneateles Fire Department: Dana Pickering reviewed the October Chief's report stating there had been 30 calls during November bringing the total to 344 for the year.

*report attached

Resolution #19-215

Minutes December 2, 2019: On a motion of Councilor Tucker, seconded by Councilor McCormack, and with a (5-0) affirmation of the Town Board, the minutes of December 2, 2019 were accepted as presented.

Resolution #19-216

2019 Annual Post Closure Monitoring Report for the Town of Skaneateles Landfill: Supervisor Aaron reported the Town received the 2019 Annual Post-Closure Monitoring Report for the Town of Skaneateles Transfer Station prepared by Plumley Engineering.

On a motion of Councilor Tucker, seconded by Councilor McCormack, and with a (5-0) affirmation of the Town Board, the 2019 Annual Post Closure Monitoring Report as prepared by Plumley Engineering was accepted and authorized Plumley Engineering to submit the report to the New York State Department of Environmental Conservation.

Resolution #19-217

January Town Board Meeting Change due to Holiday – January 20th to January 23rd : Supervisor Aaron stated in January there is a Town Board meeting scheduled for January 20th, which is the Martin Luther King Jr. holiday and the Town Hall is closed therefore the Board would have to reschedule the meeting date.

On a motion of Councilor Tucker, seconded by Councilor McCormack, and with a (5-0) affirmation of the Town Board, the January 20th Town Board meeting is rescheduled to January 23rd at 6:30 p.m.

Resolution #19-218

Engineer Appointment: Supervisor Aaron reported she would like the Board to consider Miranda Robinson, formally Village Water Department Engineer, to be hired as an in-house Town Engineer, for the Town of Skaneateles. Ms. Robinson would help the Town Board with projects and grants as well as work with all Departments. The Town will still work with John Camp and C&S Engineering and Mr. Camp will continue to be the Town's Engineer to the Planning and Zoning Boards.

Supervisor Aaron stated the Town of Skaneateles in-house engineer will have the following duties:

1. Understanding the operation of the Highway, Water, Transfer Station and Parks Department with the Water Department being the first priority.
2. Water negotiations with the Village.
3. Working together with SLA, City of Syracuse, DEC and Municipalities surrounding the Lake regarding lake issues.
4. Understanding the current grant projects and supporting their completion. Researching future grant opportunities.
5. Austin Park future improvements to the Arena and the programs at the Park.
6. Decisions on building a Town hall and decisions on Fennell Street property.
7. Improving the recycling program and other programs such as the swap shop at the Transfer Station.
8. Improvements to website to connect information especially water and lake issues.

Supervisor Aaron also stated the in-house Engineer reports to the Supervisor and Town Board, performs advanced-level administrative and management support duties for the Town Board as assigned requiring exercise of initiative, independent judgment, and decision making.

Supervisor Aaron stated she would begin with the Town of Skaneateles December 30, 2020 at a salary of \$78,000.

On a motion of Councilor McCormack, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board, Supervisor Aaron was authorized to sign the offer of employment letter to Miranda Robinson for the position of Engineer at a salary of \$78,000 to begin on December 30, 2019.

Resolution #19-219

Union Contract: Supervisor Aaron reported to the Board she and Councilor McCormack had been negotiating the Union Contract with the Teamsters since July. She commended Budget Officer Bridgett Winkelman for all her support and help in the negotiations.

Supervisor Aaron asked the Board for authorization to sign the Teamster's Union 5-year proposal dated December 13th, subject to the employees ratifying the proposal.

Councilor McCormack also thanked Bridgett Winkelman for help and guidance in these negotiations.

On a motion of Councilor McCormack, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board, Supervisor Aaron was authorized to sign the Teamsters Union Contract based on the December 13th proposal subject to the union employees approval.

Resolution #19-220

Employee Handbook Update – Unpaid Leave: Supervisor Aaron stated the Employee Handbook Update regarding Unpaid Leave had been circulated to all employees and the Board received no comments.

On a motion of Councilor Tucker, seconded by Councilor Badami, and with a (5-0) affirmation of the Town Board, the following update to the Town of Skaneateles was approved:

Unpaid Leave of Absence

Policy Statement – Subject to the approval of the Department Head or Town Supervisor, unpaid leaves of absence other than under the Family and Medical Leave Policy may be available to an employee for personal reasons including, but not limited to, family responsibilities and education.

Request for Unpaid Leave – The employee must submit a request and the reasons for the leave, in writing, to the Department Head or Town Supervisor at least thirty calendar days prior to planned commencement of the requested leave. Shorter notification may be permitted in cases of emergency. The Department Head or Town Supervisor has sole discretion in approving such leave.

Conditions of Leave – The Department Head or Town Supervisor will specify the duration of an unpaid leave of absence and may impose such other terms, conditions and restrictions on the

employee as deemed appropriate. The maximum duration of an unpaid leave of absence may not exceed ten (10) workdays in a calendar year.

Continuation of Benefits – Benefits will not be diminished during an unpaid leave period under this policy.

Return to Work – An employee who fails to return from an unpaid leave of absence at the scheduled expiration date without giving proper notice or receiving proper authorization shall be conclusively presumed to have voluntarily resigned from employment.

Change in Status – If the reason for the unpaid leave of absence changes, the employee must return to work.

Announcements/Correspondence/Updates

- *Southern Hill Preservation Corporation Letter:* Supervisor Aaron reported the Town received a letter from the Southern Hills Preservation Corporation to thank the Town for its \$1,000 contribution.
- *Holiday Closing: Town Hall- December 24th at noon, December 25th and January 1, 2020*
Transfer Station – December 20th at noon, December 25th & January 1, 2020.
- *2020 Transfer Station Permits on Sale at the Transfer Station January 11th and February 1st or at the Town Hall Monday – Friday 8:00 a.m. – 4:00 p.m.*

Public Comment: No public comments

Resolution #19-221

Budget Amendments: On a motion of Councilor Coville, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the following budget amendments were authorized for the abstract #19-24:

General Fund

\$ 30.00	Increase	013554.01.004.00	Assessments – C/E
\$ 225.00	Increase	013554.01.004.58	Assessments – C/E - Legal
\$ 255.00	Increase	013551.01.001.00	Assessments – P/S
Additional expenses associated with challenged assessments			
\$ 1,625.00	Increase	016202.01.002.00	Building – Equipment
\$ 1,625.00	Decrease	016202.01.002.93	Building – Equipment - Reserve
Commercial Dehumidifier for the basement – Townhall			
\$ 100.00	Increase	016704.01.004.00	Central Print – C/E
\$ 100.00	Decrease	016804.01.004.00	Central Data Processing – C/E
Cost of Doing Business			
\$ 250.00	Increase	051324.01.004.00	Garage – C/E
\$ 250.00	Decrease	051324.01.004.84	Garage – C/E – Electric

Additional costs associated with 2019 contract

\$ 100.00	Increase	071404.01.004.48	Winter Rec. – C/E – Utilities
\$ 100.00	Decrease	071404.01.004.52	Winter Rec. – C/E – Supplies
Cost of doing business			

Part Town

\$ 130.00	Increase	080114.02.004.00	Codes Officer – C/E
\$ 130.00	Decrease	080112.02.002.00	Codes Officer - Equipment
Cost of doing business			

Water

\$ 600.00	Increase	083104.08.004.00	Water Admin - C/E
\$ 600.00	Decrease	083204.08.004.00	Source of Supply
Cost of doing business			

Resolution #19-222

Abstract #19-24: On a motion of Councilor Coville, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board vouchers #19-0714 to 19-0820 were authorized from the following funds:

General Fund:	\$ 57,441.14	Part Town:	\$ 3,793.14
Highway:	\$ 21,952.26	Water:	\$ 13,684.68
Highway PT	\$ 9,231.35	Sewer:	\$ 1,853.57
T & A	\$ 2,473.54		
TOTAL:	\$ 110,429.68		

Resolution #19-223

Certificates of Recognition: Supervisor Aaron recognized Linda Roche for her 22 years of service as a member of the Town of Skaneateles Board of Assessment Review. She read the following proclamation:

Certificate of Recognition to Linda Roche

As an Official Commendation and Recognition of 22 years of Honorable Service to the Town of Skaneateles and commitment to our community, as Member and Chair of the Skaneateles Board of Assessment Review.

Appointed Board of Assessment Review Member from February 6th, 1997 – September 30th, 2019.

Appointed Board of Assessment Review Chair from 2013 – 2019.

In Grateful Appreciation for your years of Dedicated Service to the residents of our community.

Councilor Coville stated he had worked with Linda Roche as a member of the Board of Assessment Review and said she had done a great job as a member of this Board for 22 years.

Certificate of Recognition presented to Allan Wellington

As an Official Commendation and Recognition of your 25 years of Honorable Service to the Town of Skaneateles and commitment to our community with the Skaneateles Highway Department.

Highway Department Laborer from November 23rd, 1994 – April 5th, 1998
Highway Department Foreman (Labor Crew Leader)
from April 6th, 1998 – December 31st, 2014
Elected Highway Department Superintendent from January 1st, 2014 – Present

Notably Serving The Onondaga County Highway Superintendents Association as Vice President from 2018 – Present. In Grateful Appreciation for Dedicated Service to the residents of our community.

The Town Board presented a gold watch to Mr. Wellington in appreciation of his 25 years of service with the Town of Skaneateles.

Certificate of Recognition presented to David M. Badami

As an Official Commendation and Recognition of your Honorable Service to the Skaneateles community as a Skaneateles Town Board Councilor. Elected Town Councilor from January 1st, 2016 – December 31st, 2019.

Liaison to:
Codes, Legal, Planning & Zoning, Town Clerk, Skaneateles Lake
Skaneateles Town Hall Relocation Committee Member
Hamlet Committee Member

In Grateful Appreciation for your Dedicated Service to the residents of our community.

Supervisor Aaron and the Board presented a clock with Councilor Badami's years of service engraved.

Councilor Badami thanked the Board and the Community for this opportunity to serve as a Town Board member.

Certificate of Recognition presented to Robert A. Coville

As an Official Commendation and Recognition of your Honorable Service to the Skaneateles community as Councilor on the Skaneateles Town Board and Member of the Board of Assessment Review.

Elected Town Councilor from January 1st, 2016 – December 31st, 2019
Liaison to:
Constable

Historian
Justice Court
Tax Collector
Veterans Committee

Appointed Board of Assessment Review Member from April 18th, 2013 – December 31st, 2015

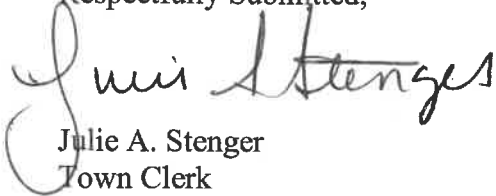
In Grateful Appreciation for your Dedicated Service to the residents of our community.

Supervisor Aaron and the Board presented a clock with Councilor Coville's years of service engraved.

Councilor Coville thanked the Board and the Community for this opportunity to serve as a Town Board member.

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 7:15 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie A. Stenger". The signature is written in black ink and is positioned above the printed name and title.

Julie A. Stenger
Town Clerk

Skaneateles Fire Department

77 West Genesee Street Skaneateles, NY 13152
Phone: 315-685-3496 Fax: 315-685-3480

December 16, 2019- Town Board Report

Calls for the month:

- See attached Chief's Report (11/1/2019 – 11/30/2019)

Member hours for the month:

- See attached Members Hour Report (11/1/2019 – 11/30/2019)

Upcoming trainings:

- 12/9-Pre-Plans-19:30
- 12/16-Electric Cars, CME's-EMT-19:30
- 12/23-Movie Night ,Christmas Party -19:00
- 12/30-Bail-Out Training-19:30
-
-
-
-
-

Meetings for the month:

- Labor Day – TBA
- Truck – TBA
- Trustees & Board of Directors-12/2-19:00
- Officers-12/2-20:00
- Recruitment Committee-TBA
- Casino Night-TBA
-

Other business:

-
-

Respectfully submitted,



Pete Buchler

Chief

Chief's Report

Skaneateles

From: 11/1/2019

To: 11/30/2019

Year to date

Membership

Total calls: 30	Total calls: 344	Active: 56
Structure Fires: 2	Structure Fires: 6	Inactive: 28
Vehicle Fires: 0	Vehicle Fires: 0	Probationary: 5
Vegetation Fires: 0	Vegetation Fires: 3	Military Leave: 0
Acres Burned: 0	Acres Burned: 0	Medical Leave: 0
EMS: 5	EMS: 65	Disability: 0
Rescue: 0	Rescue: 9	Social: 6
MVA: 6	MVA: 50	
Extrication: 0	Extrication: 5	
Hazardous Condition: 2	Hazardous Condition: 57	
Service Call: 4	Service Call: 22	Firefighter: 59
Good Intent Call: 2	Good Intent Call: 12	Interior Firefighter: 26
False Alarm: 6	False Alarm: 100	CFR: 0
Cancelled Enroute: 3	Cancelled Enroute: 20	EMT: 8
Other: 0	Other: 0	Paramedic: 0
Mutual Aid Given: 4	Mutual Aid Given: 53	Driver: 18
Mutual Aid Received: 11	Mutual Aid Received: 127	Diver: 10
Average Personnel: 9.77	Average Personnel: 11.36	Fire Police: 4
Average Enroute Time: 1.12	Average Enroute Time: 1.5	Haz-Mat: 26
Average Onscene Time: 5.04	Average Onscene Time: 4.87	Juniors, Explorers, RAMS: 1
Firefighter Injuries: 0	Firefighter Injuries: 0	Student, Bunk-in: 0
Firefighter Deaths: 0	Firefighter Deaths: 0	Support Staff: 5

Meetings: 1	Meetings: 12
Drills: 3	Drills: 65
Training: 1	Training: 10
Miscellaneous: 6	Miscellaneous: 96
Stand-by: 0	Stand-by: 4

Comments: _____

Prepared by: _____

Monday, December 02, 2019

Member Hours Report

Skaneateles

From: 11/1/2019

To: 11/30/2019

MEMBER	Drills	EMS / MEDICAL	FIRE / RESCUE	Misc.	Monthly Meeting	Training	TOTAL
79 Bailer, Dennis	0	0	0	0	0	2.0	2.0
13 Bailer, Richard	2.0	1.5	3.8	5.0	1.0	2.0	15.3
80 Bailer, Rob	2.0	0	5.9	0	1.0	2.0	10.9
6 Battle, Jorge	0	8.7	20.0	3.0	1.0	2.0	34.7
136 Blum, Tory	3.0	0	0	0	1.0	2.0	6.0
68 Buehler, Pete	2.0	8.0	12.9	6.0	0	2.0	30.9
12 Buff, Jim	0	1.5	1.8	4.0	1.0	0	8.3
160 Busa, Steve	2.0	0	6.7	5.0	1.0	2.0	16.7
14 Card, David	0	0	0	0	1.0	0	1.0
15 Carlson, Gordon	2.0	11.8	19.0	13.0	1.0	2.0	48.8
4 Casper, Steve	0	1.2	2.1	0	0	0	3.3
180 Caza, Christopher	5.0	0	4.9	0	1.0	2.0	12.9
39 Clarry, Randy	3.0	3.1	2.7	4.0	1.0	2.0	15.8
115 Cross, Don	0	0	0	0	0	2.0	2.0
29 D'Amico, Adam	3.0	3.6	2.5	0	1.0	0	10.1
183 Dove, Ryan	3.0	0	0	3.0	0	0	6.0
2 Evans, Daniel S	0	6.2	3.6	3.0	1.0	2.0	15.8
117 Frank, Bob	3.0	4.6	3.2	2.0	1.0	2.0	15.8
62 Gannon, Pat	2.0	0	0	0	1.0	2.0	5.0
19 Hall, Todd	2.0	1.1	2.5	0	1.0	0	6.6
25 Jones, Paul	3.0	2.4	9.8	0	1.0	2.0	18.2
170 Kipp, Jacob	5.0	0	5.2	5.0	1.0	2.0	18.2
127 Lessaongang, Frank	5.0	1.5	0	0	0	2.0	8.5
101 Lessaongang, Ray	0	1.5	3.2	0	1.0	2.0	7.7
174 Lockhart, Marcus	3.0	6.9	6.6	3.0	1.0	0	20.5

Member Hours Report

Skaneateles

From: 11/1/2019

To: 11/30/2019

MEMBER	Drills	EMS / MEDICAL	FIRE / RESCUE	Misc.	Monthly Meeting	Training	TOTAL
107 Loperfido, Joe	0	0	0	0	1.0	0	1.0
156 Lynn, Marty	0	0	1.3	2.0	1.0	2.0	6.3
51 Major, Charlie	0	0	0	3.0	0	0	3.0
904C Major, Peter	0	0	0	3.0	0	0	3.0
185 Mead, Ariel	2.0	0	0	3.0	0	2.0	7.0
162 Mead, Kevin	5.0	2.7	0	3.0	0	2.0	12.7
181 Mead, Paul W	5.0	0	1.1	0	1.0	2.0	9.1
131 Murphy, Bill	0	3.1	6.9	6.0	0	2.0	18.0
7 Murphy, Kathy	0	3.3	5.7	0	1.0	0	10.0
60 Murphy, Paul	2.0	1.2	8.4	0	0	0	11.6
96 Newell, David	0	3.7	9.8	0	1.0	2.0	16.5
184 Orsen, Joe	2.0	0	0	0	0	2.0	4.0
171 Paddock, Mike	3.0	1.9	3.7	0	1.0	2.0	11.6
63 Perkins, Dick	2.0	3.9	11.6	3.0	1.0	2.0	23.5
116 Pickering, Dana	2.0	13.9	19.9	7.0	1.0	2.0	45.8
44 Pola, Alberto	0	0	5.0	0	1.0	2.0	8.0
88 Rusin, Jim	0	1.3	2.9	4.0	1.0	2.0	11.2
66 Russell, Gene	0	7.7	16.1	3.0	1.0	0	27.8
103 Sell, Eric	3.0	2.9	4.9	2.0	1.0	2.0	15.8
176 Sell, Thomas	2.0	1.5	5.3	0	0	0	8.8
109 Shappell, Gary	0	0	0	0	1.0	0	1.0
74 Sheppard, David	4.0	0	7.1	10.0	1.0	2.0	24.1
133 Short, Scott	0	0	0	5.0	1.0	2.0	8.0
187 Stanczyk, Mike	0	0	0	0	1.0	0	1.0
24 Stebbins, Mark	0	1.2	1.1	0	0	0	2.3

Member Hours Report

Skaneateles

From: 11/1/2019

To: 11/30/2019

MEMBER	Drills	EMS / MEDICAL	FIRE / RESCUE	Misc.	Monthly Meeting	Training	TOTAL
146 Tate, Jodi	5.0	0	6.3	3.0	0	2.0	16.3
176 Wallace, Charles	0	1.5	6.4	3.0	1.0	2.0	13.9
192 Wellington, Allan	3.0	3.7	1.4	0	0	0	8.1
41 Woodford, Clint	3.0	14.2	19.8	10.0	1.0	2.0	50.0
Total Hours	93.0	131.3	261.1	126.0	37.0	72.0	720

Unpaid Leave of Absence

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Request for Unpaid Leave – The employee must submit a request and the reasons for the leave, in writing, to the Department Head or Town Supervisor at least thirty calendar days prior to planned commencement of the requested leave. Shorter notification may be permitted in cases of emergency. The Department Head or Town Supervisor has sole discretion in approving such leave.

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Continuation of Benefits – Benefits will not be diminished during an unpaid leave period under this policy.

Return to Work – An employee who fails to return from an unpaid leave of absence at the scheduled expiration date without giving proper notice or receiving proper authorization shall be conclusively presumed to have voluntarily resigned from employment.

Change in Status – If the reason for the unpaid leave of absence changes, the employee must return to work.