

**Town Board Meeting
April 18, 2013
6:00 p.m.**

Present: Supervisor Roney, Councilor Greenfield, Councilor Murray, Councilor Keyes, Attorney Sardino.

Absent: Councilor McGlynn.

Resolution #13-67

Executive Session: Councilor Murray made a motion to adjourn to Executive Session at 6:05 p.m. to discuss a personnel issue. Seconded by Councilor Greenfield.

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes
Councilor Murray	Yes
Supervisor Roney	Yes

Carried 4-0

Meeting Returned to Open Session at 7:00 p.m.

Others Present: Sue Murphy, Matthew Murphy, Joe Genco (Skaneateles Press), Jessica Soule (Skaneateles Journal), Allan Wellington, Richard Ward (Cuddy and Ward), Rob Coville, Russell DeForest (WeCare).

Cuddy & Ward 2012 Audit – Richard Ward:

Supervisor Roney introduced Richard Ward, from Cuddy & Ward, Certified Public Accountants. Mr. Ward reviewed the Town of Skaneateles Audit for the year ending December 31, 2012. Mr. Ward stated that it had been a very clean audit and that Budget Officer Bridgett Winkelman had been doing a very good job with the Town's finances and that all departments were ready for the audit and good to work with.

He stated that they had found no significant problems just a few minor journal entries. He recapped page 3 of the audit report, the Management's Discussion and Analysis, which is a narrative overview and analysis of the Town's financial activities. He reviewed the Town's Statement of Net Assets, which is a combined statement of all town funds. He reviewed the balance sheet on page 10 of the audit report. On this reported he explained that the only area that was in a deficit was Capitol Projects and this was due to an outstanding grant for the Western Gateway project which is reflected in the amount shown in receivables due from other governments in the amount of \$570,125. He also stated that there is a deficit in the street lighting fund, and that should be looked at when budgeting for next year.

Mr. Ward reviewed page 12 of the audit report which is a statement of revenues, expenditures and changes in fund balances. He stated that in this report it shows that the town expenses had either stayed the same or had decreased from last year. He summarized that the Town was in very good shape financially and that it was a very clean audit.

Supervisor Roney thanked Mr. Ward for the report.

Department Reports

▪**Highway, Water, Transfer Station and Safety:** Supervisor Roney stated that Highway Superintendent Jim Card was not in present and she asked Allan Wellington to report in his absence. Allan reported that the highway department was working on spring cleanup and stripping down the plows. He stated that they were installing open topped containers at the Transfer Station. He reported for water that the PRV valve was installed and ready to go on Jordan Road and that they had installed an antenna on the roof of Welch Allyn for the automatic meter readers.

▪**Parks Department:** Sue Murphy reported that the parks crew had starting working outside with the better weather. She also reported that she was working on the additional Onondaga County Health Department permits that are needed for the Playday program this year, and she is applying for the swim permit for Clift Park.

▪**Animal Control:** Supervisor Roney reviewed the Animal Control report for March 2013, she stated that there were 17 calls.

▪**Outreach/Historian/Cemeteries/ Town Hall:** Councilor Murray reported that the cemeteries were scheduled to reopen April 15, 2013. She also reported that she was working with Beth Battle, Town Historian, on the website information.

▪**Codes:** Supervisor Roney reported in, Codes Enforcement Officer Debbie Williams's , absence that it was just routine business in her office and they were getting busier with the springtime weather.

▪**Budget:** Supervisor Roney reported, in Budget Officer Bridgett Winkelman's absence, that it was routine operations in the budget office.

Resolution #13-68

Board of Assessment Review Appointment – Rob Coville 4/18/13 to 09/30/17:

Supervisor Roney introduced Rob Coville and stated that he was the candidate that they wanted to consider appointing to the Board of Assessment Review for the term of April 18, 2013 to September 20, 2017. She explained that he would be a member of the Board of Assessment Review that meets on Grievance Day and that Grievance Day is the fourth Tuesday in May. This year it would be May 28.

Councilor Murray moved a resolution appointing Rob Coville to the Board of Assessment Review for the term of April 18, 2013- September 30,2017.

Seconded by Councilor Greenfield.

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes
Councilor Murray	Yes
Supervisor Roney	Yes

Carried 4-0

Budget Amendments/Adjustments:

Supervisor Roney stated that there were no budget adjustments or amendments.

Resolution #13-69

Abstract #13-08:

Councilor Keyes moved a resolution approving voucher #13-0457-#13-0531 from the following funds:

General Fund:	\$63,605.42	Part Town:	\$ 1,722.27
Highway:	\$ 8,159.19	Highway P/T:	\$ 5,575.29
Water:	\$ 78,145.49	Sewer:	\$ 1,078.93
Sewer #6:	\$ 547.74	T & A:	\$ 3,266.60
Total:	\$162,100.93		

Seconded by Councilor Greenfield.

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes
Councilor Murray	Yes
Supervisor Roney	Yes

Carried 4-0

Update – Lake Patrol Control Contract with Onondaga County Sheriff:

Supervisor Roney explained to the Board that the Onondaga County Lake Patrol Contract is due to expire May 31, 2013. She reviewed the cost of the boat patrol from 2006 to 2011, and that the Town had not received the amount for 2012. The board tabled any further discussion until Onondaga County provided the cost of the 2012 season.

Resolution #13-70

WeCare – Billing Correction:

Supervisor Roney explained to the Board that there had been an error in the WeCare billing for the period of May 1, 2012-March 30, 2013. She said that WeCare billed at a rate of \$34.00 per ton of refuse removed at the Transfer Station and the Town should have been billed at a rate of \$35.00 per ton per the contract agreement effective May 1, 2012.

Supervisor Roney introduced Russell DeForest from WeCare to the Board. Mr. DeForest apologized to the Board for the billing error. He explained that there had been a change in his office staff and that the billing had been incorrect. He explained that the total tonnage of refuse for the period was 3,032.93 tons and that the with correct billing of \$1.00 more per ton the amount billed was a difference of \$3,032.93. Mr. DeForest asked the Board to consider this correction.

Supervisor Roney stated that this was an honest mistake and that the Board should approve the corrected payment of \$3,032.93.

Councilor Greenfield made a motion to authorize payment in the amount of \$3,032.93 to correct the billing error from WeCare for the period of May 1, 2012 to March 30, 2013 Seconded by Councilor Murray.

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes

Councilor Murray Yes
Supervisor Roney Yes

Carried 4-0

Surplus Equipment – Procedure to Publicly Sell:

Supervisor Roney reported that the items from the YMCA which were acquired in accordance with the terms of the Stipulation and Order between the YMCA and the Town of Skaneateles, appeared to have some value and was approved by the Board to be considered surplus equipment and now the Board now needed to decide on how to arrange for public sale.

Attorney Sardino said there were a few options, such as Craigslist, auction, or advertise for sale. Supervisor Roney asked Sue Murphy from the Parks Department if she had any preference in the sale of these items. Ms. Murphy stated that no, but time was a factor. It would be better if the sale could be before Playday begins at the end of June, so the items would not be taking up room at the Austin Pavilion.

Councilor Keyes suggested that the Board wait for Councilor McGlynn to be present since he had some ideas on the sale of this property. The Board decided to table the discussion on the procedure to sell the surplus equipment from the YMCA until Councilor McGlynn was present.

Resolution #13-71

Website Proposals

Supervisor Roney reported to the Board that there had been 5 bids received for the website design bid opening on April 15, 2013.

The bids were as follows:

Syracuse Design Group \$7,200 -Traditional
 \$8,650 –Responsive Design
 \$ 240 –Yearly Hosting
 \$ 70 – Hourly rate for existing clients

Civic Plus \$20,295 – First Year
 \$ 3,900 – Second Year
 Includes Hosting

ACC Technical Services \$ 1,580 Web Site Design
 \$ 4,740 Web Site Development
 \$ 1,264 Lost Pet Component
 \$ 1,896 Ice Reservation Calendar
 \$ 158 Optional Manage Fees for Ice Calendar
 \$ 948 Picnic Pavilion Rental Calendar
 \$ 316 Add Resident and Non Resident Fees
 \$ 1,068 Emailing Software and optional cost if our mail
 server can't handle sending the amount of emails then monthly
 cost would range from \$5 to \$27

*instead of above emailing software to use constant contact \$553 plus prepaid monthly cost from \$12 to \$60.

	\$29/month -	Hosting
	\$79/hr. -	Ongoing Maintenance/Training
Clickdriven Media Group	\$6,850	
	\$229/monthly	maintenance & Support
	Includes Hosting	

Laurie Ferger/Principal	\$9,000	Website
	\$20	Hosting – Recommend: Hostmysite.com

Supervisor Roney stated that the bids needed to be reviewed by the departments that will be working most with the website.

The Board decided to table this discussion until the departments that will be working with the website have a chance to review the bids and report their recommendations to the Board.

Resolution #13-71

Amend February 21, 2013 Town Board Minutes:

Supervisor Roney explained to the Board at the February 21, 2013 Town Board meeting the Board passed a resolution to withhold the December 2012 water payment to the Village. After review of the Clerk's notes it was determined that the resolution was not included with the minutes.

Councilor Keyes made a motion to amend the February 21, 2013 to include the following:

“Councilor Greenfield made a motion to withhold the December payment for the Village Water bill for Town Water Districts #1 and #4 in the amount of \$11,515.94 until the billing issue can be resolved. Seconded by Councilor McGlynn.”

Seconded by Councilor Murray

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes
Councilor Murray	Yes
Supervisor Roney	Yes

Carried 4-0

Resolution #13-72

Health Reimbursement Account request for advanced funding:

Supervisor Roney explained to the Board that the policy of the Town is to fund the union employee's HRA accounts twice a year, January 1st and July 1st. She reported that there had been a request from an employee to fund their HRA account early.

Councilor Greenfield made a motion to authorize funding of all union employees' Health Reimbursement accounts January 1st and May 1st contingent on confirming with the Budget Officer that the budget is in place for this early funding. Seconded by Councilor Murray

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Greenfield	Yes
Councilor Murray	Yes
Supervisor Roney	No

Carried 3-1

Minutes of April 4, 2013:

Councilor Murray moved a resolution accepting the minutes of April 4, 2013 as presented. Seconded by Councilor Greenfield.

Councilor Keyes	Yes
Councilor McGlynn	Absent
Councilor Murray	Yes
Deputy Supervisor Greenfield	Yes
Supervisor Roney	Yes

4-0

Announcements/Correspondence/Updates:

Comprehensive Plan Update:

Supervisor Roney reported that Councilor Keyes and Councilor McGlynn along with Mary Sennett and John Crompt from the Village had reviewed the major part of the Comprehensive Plan, "Goals, Objectives and Action Items" which are pages 13-33. She stated that the Board should review this updated section.

Attorney Sardino stated that it should also be submitted to the Village Board for their review and a joint meeting scheduled. A public hearing could be scheduled once the Boards have a final version to present.

Notification of the Dissolution of the Seniors of Skaneateles organization:

Supervisor Roney reported that she had received a letter from Jean Eaton, President of The Seniors of Skaneateles that stated at their annual election a motion was passed to dissolve the organization as of June 30, 2013. She stated that this was disappointing. It was a good organization.

In the letter Mrs. Eaton stated that the stipend that was budgeted from the Town for the Seniors would not be accepted, and that any un-used funding in their treasury will be contributed to organizations that benefit the community.

On a motion of Councilor Keyes, seconded by Councilor Greenfield and with unanimous approval (4-0) of the meeting was adjourned at 7:30p.m.

Respectfully submitted,

Julie A. Stenger
Deputy Town Clerk