

**Town Board Meeting**  
**April 21, 2016**  
**6:30 p.m.**

**Present:** Supervisor Lanning, Councilor Brace, Councilor Howard, Councilor Badami, Attorney Smith. Absent: Councilor Coville.

**Also Present:** Peter Buehler, Dana Pickering, Randy Nonemacher, Jason Gabak (Skaneateles Press), Jonathan Monfiletto (Skaneateles Journal), Allan Wellington, Sue Murphy, Courtney Alexander, Rob Howard, Makenzie Keller, Molly Stanton, Richard Ward, Sheila Weldon, Bridgett Winkelman, Julie Stenger.

**Department Reports**

▪*Highway, Water, Transfer Station:* Allan Wellington reported that the sanders have been out once since the last meeting and 87 times for the season. They were also cleaning ditches, repairing lawns and doing truck repairs. In the Water department they repaired lawns from water breaks, did quarterly maintenance to the three pressure reducing valves and replaced a section of water main on O'Neil Lane. At the Transfer Station they finished a drainage project around the municipal waste building and loaded more surplus mulch for DeMarco Landscaping. He also reported that on April 18, 2016 employees from the village and town completed their annual safety training.

▪*Parks:* Sue Murphy expressed thanks to Allan Abbott and his Village Department for working with them one full day to install the fencing at Austin Park to protect the newly planted flowering crab apple trees. She has been interviewing applicants for the lifeguard and counselor positions. The Sims Building is now open from 6:30 a.m. to 9 p.m.

▪*Budget:* Bridgett Winkelman noted that the Town Board was in receipt of the March fiscal summary and Supervisor's report. She has been working with Department Heads on their miscellaneous equipment purchases.

▪*Fire Department:* Dana Pickering reviewed the March fire department report that showed they responded to 26 alarms, 7 EMS, 3 MVA's, 2 hazardous conditions, 1 service call, 2 good intent calls, 8 false alarms, 2 cancelled in route calls, 2 mutual aid calls. They had 5 meetings and 4 drills. Their annual election was held on April 4<sup>th</sup> and their annual installation banquet will be April 30<sup>th</sup>.

**Cuddy & Ward 2016 Audit Report:** Richard Ward, CPA and Partner with Cuddy & Ward submitted the December 31, 2015 audited financial statements stating that there were no significant journal entries and everything was in very good shape. They tested the internal controls including procedures, and found them to be working as designed. He said both the Town Clerk and Town Justice Departments were audited and found to be clean. The assets of the Town exceeded its liabilities at the close of 2015 by \$6,837,420 (net position). Of this amount \$2,283,500 (unrestricted net position) may be used to meet the government's ongoing obligations to Town residents and creditors. The governmental total net position increased by \$643,358. As of the close of 2015 the Town's governmental funds reported combined ending fund balances of \$3,735,366 an increase of \$416,682 in comparison with the prior year. Of the total fund balance \$653,826 I available for spending at the government's discretion (unassigned fund balance). The Town's total bonded debt decreased by \$158,698 during the current fiscal

year. The Street Lighting Fund is the only negative fund. This is the Town's smallest fund. In 2014 the Town paid off the \$250,000 Bridge Ban for the Sheldon Road Bridge. The Town has a very small debt load. Overall the Town is in very good shape financially and the internal controls are working great.

Councilor Howard thanked Bridgett Winkelman for the work she does and her guidance and for everything that she keeps track of. Supervisor Lanning said this audit also reflects well on our Town Clerk Department and Justice Court.

*Resolution #16-85*

**Declare Laker Limo 2009 Dodge Grand Caravan Surplus:** Bridgett Winkelman said that Laker Limo is trading in this vehicle to purchase a new vehicle. Laker Limo has deposited the funds to pay for the new vehicle.

On a motion of Councilor Howard, seconded by Councilor Badami and with unanimous (4-0) affirmation of the Town Board the 2009 Dodge Caravan used by Laker Limo was declared surplus.

*Resolution #16-86*

**Approve Joel Russell's Proposal:** Supervisor Lanning said that the proposal is to provide a red-lined version of the 2015 Comprehensive Plan showing suggested changes to the Plan for review first by the Town Board and then by the public. It includes meeting the Town Board on the morning of May 3, 2016 to discuss the changes to the Comprehensive Plan. The fee for both is \$2,700 plus travel time and the cost of lodging and meals associated with his visit.

On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board the April 18, 2016 proposal from Joel Russell as outlined above was authorized.

Supervisor Lanning said that the redlined comprehensive plan will be released to the public as soon as possible. Attorney Smith said it will be referred to the Planning Board, Zoning Boards and SOCPA for their comments and recommendations. The Town Board will hold a public hearing and do SEQR before deciding on adopting the revised Comprehensive Plan. Supervisor Lanning said he would like to see the zoning changes reviewed at the same time and that both the Comprehensive Plan and Zoning would be adopted together.

*Resolution #16-87*

**Schedule bid opening date for Austin Pavilion improvements:** Andy Ramsgard said the documents are complete and ready for the Town Board's review. A project manual and outline spec has been included. He would be happy to provide more detail upon a request from the contractor. This is a relatively simple job. Options include LED lighting vs. the standard fluorescent lighting; floor treatments include polished concrete in addition to the linoleum. Everything is an as-equal product. When asked where to advertise to get the most bids, Andy said through the NYS reporting site. Councilor Brace also suggested Builders Exchange which is more local. Councilor Badami suggested that there should be provisions for women and minorities.

Supervisor Lanning explained that the renovations were being done so that all organizations that use the facility will benefit from the improvements.

Councilor Brace said she did not see the requirements for submittals. As explained, “submittals” in construction management are shop drawings, material data, samples, and product data. Submittals are required primarily for the architect and engineer to verify that the correct products and quantities will be installed on the project. Andy Ramsgard said they were put in areas that they thought were necessary for instance in the polished concrete. Councilor Brace questioned that there is no requirement for shop drawings. Andy said there is no necessity as long as they use the specified product. If the contractor wants to do an alternate they would submit it for approval.

A discussion was held regarding shop drawings, and the lack of substitution and alternate requirements and installation requirements in order to ensure quality work with a concern that a low bid would take the most cost effective, low quality approach. It was stated that a full part three spec has been provided and is boiler plate in the general notes on the drawings.

Attorney Smith said that in the Town’s procurement policy and New York State’s bid requirements, there are instances where you don’t have to pick low bid such as the contractor is not qualified. Recently requirements were added that include that if the Town doesn’t believe that the bid is the best value, which could include various reasons, they don’t have to choose low bid.

On a motion of Councilor Badami, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board the bid opening date to renovate the Austin Pavilion was scheduled for 10 a.m. on May 16, 2016.

*Resolution #16-88*

**Authorize Computer Service Contract with Syracuse Innovations Group LLC:** Bridgett Winkelman reviewed a recommendation from her and Janet Aaron for the Board to consider approving a service contract with Syracuse Innovations Group, LLC to provide software and hardware computer support. The Town has used Synergy for over 10 years but recently their organization changed, losing some technicians and having their primary location in Rochester. Bob Slivinski principal of Syracuse Innovations has provided quality service to the Town since February when Synergy was not available. She has check with other providers and found that his fees were very reasonable. He offers real time monitoring of all computers and our server. He has provided the required insurance certificate naming the town as additional insured. The other employees in this group have also provided quality service.

Attorney Smith questioned if they would be providing server space or do they just fix Town equipment? He also questioned if they were storing anything off site as he wanted to be sure we are retaining custodial status of all Town records. Bridgett Winkelman said they have put a management tools on our machines to review it. They are not storing anything off site.

Councilor Howard made a motion seconded by Councilor Brace and with unanimous (4-0) affirmation of the Town Board, Supervisor Lanning was authorized to sign the contract with Syracuse Innovations Group LLC.

*Resolution #16-89*

**Appoint Designated Workplace Violence Contact Persons – Todd Hall & Jessica Stone:** To comply with the Workplace Violence requirements and the recommendations of NYMIR, Councilor Brace made a motion, seconded by Councilor Badami and with unanimous (4-0) affirmation of the Town Board, Todd Hall and Jessica Stone were appointed as contact persons for any claims of workplace violence.

Councilor Brace also stated that the Safety Committee was looking into the cost of additional defibrillators for better coverage in all departments and would have pricing for the Town Board to consider at the next meeting.

*Resolution #16-90*

**Authorize additional wireless portable Panic Button:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (4-0) affirmation of the Town Board, it was authorized to purchase up to two additional panic buttons at a cost of \$200 each for use at the Town Hall.

**Phragmite Removal at Conservation Area:** Randy Nonemacher reported that they did not receive the grant for the removal of phragmites at the beaver pond. Only 7 grants were awarded. He explained that it would be important to try to eradicate this invasive species while it is only covering about one acre. It spreads rapidly. He believes a product like Roundup is the only thing that eliminates it. The beaver pond is drying up because the beaver dam is gone. He believes that the fall would be the best time to apply this treatment and that the Town will not need a NYSDEC permit. Treatment would be required for three years. The cost would be about \$5,000 the first and third year and less the second year. After that it would have to be monitored. Bridgett Winkelman said that this has not been budgeted.

Supervisor Lanning said he would like to reach out to NYSDEC and Ken Lynch to find out what they are doing regionally. Randy said this is the standard procedure. ESF is also willing to help the Town with these issues and agreed there is time before August to do additional research.

Attorney Smith questioned if during the grant process it required getting a wetland permit. Randy Nonemacher said no, but it did required NYSDEC approval. If the area becomes flooded then it would be considered a wetland then it would require a permit which will take additional time. Attorney Smith said then the Board would have to do SEQR and if the Board were to declare it a positive declaration there would not be enough time to get through that in order to do treatment in August. He said one option to making a decision for a negative declaration is to front load it with scientific information.

Councilor Howard questioned Randy Nonemacher on the extensive Conservation Area Management Plan he distributed. Randy said that it was put together by 65 students who attend ESF. All they are doing this semester is writing that plan. That is their draft. He submitted commends which he outlined in red. They will be presenting the final document next Wednesday and he plans to attend to hear the presentation. Councilor Brace said it was very impressive.

**Truck Bids:** Allan Wellington said that no bids were received and that they would be going through NYS bid to obtain a truck for the highway, transfer station and parks departments.

**Transfer Tax Discussion:** Councilor Howard said that there was a group of town residents who approached Senator DeFrancisco in 2008 to seek his help to move forward with a transfer tax. Unfortunately at that time the recession hit and the transfer tax was taken off the table. She said this tax would not be levied on everyone, only on new homes that are built and purchased above a certain monetary value. The Town would be able to set that value. For example, a 1% tax on purchases over \$400,000. The money would go into a fund that would preserve open space and keep farmers farming their land and essentially helping with goal to preserve the rural character of Skaneateles. It is difficult to preserve open space without capital. This would give enough capital to actually do something. This would have to be presented to our State representatives and they would have to allow for Skaneateles to implement this tax. She said most of the farmers are very enthusiastic about this. Councilor Howard said that she is requesting that the Town Board allow her to put together a committee of interested citizens who have expressed interest. For example, Mark Tucker is one, the Lake Association, herself and someone from the open space committee. They would research and come up with a recommendation to the Town Board

Councilor Brace said that Councilor Howard had found a similar law in the Town of Red Hook and forwarded it to the Board and is an excellent reference for this committee. She heard many times from farmers if you want to preserve open space you have to buy the development rights. This would exclude farmland and open space from this tax.

Supervisor Lanning asked if the legislation could be worded to allow for it to be changed so that it does not creep into the middle class in the future. Attorney Smith said that the state law that creates the legislation would need a mechanism that allows the Town to reevaluate the number from time to time and pin it to something. There are options that can be built into state legislation.

Councilor Howard said it would be a tax that would be paid by the person that is purchasing not the seller and would help preserve the view and rural character and the kind of community that attracted them to move here in the first place. For example, if a farmer owns 200 acres of farm land. That land has a certain real estate value for a developer and a lesser value if the property is sold to another farmer. The difference between those two values is the development rights value and that difference would be paid to the farmer. The farmer would be able to continue to own the land but he could never develop the land and the open space and view would be preserved.

Supervisor Lanning said we have a development rights fund but it is an optional payment as opposed to this being a mandated tax. He would like to hold the line on taxes to keep the community affordable to young families. He is certainly in favor of starting a committee and recommends that people submit names if they are interested in being part of this committee so that the Board can consider this committee formation at the next meeting.

Councilor Badami said that the studies the committee will provide may have a value of houses deemed affordable for young people may be higher at first blush. He said we have to

be cognizant of what constituent's affordable housing for young families as we try to find ways for young families to move to Skaneateles. He will be hyper vigilant with whatever the committee comes back with. The Town Board agreed.

*Resolution #16-91*

**Minutes of April 7, 2016:** On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (4-0) affirmation of the Town Board, the minutes of April 17, 2016 were accepted as presented.

*Resolution #16-92*

**Appointment to Open Space Committee – Rob Howard:** On a motion of Councilor Brace, seconded by Councilor Howard, and with unanimous (4-0) affirmation of the Town Board, Rob Howard was appointed to the Open Space Committee.

Supervisor Lanning encouraged that all committee meetings dates be open to the public and posted.

**Announcements/Correspondence/Updates**

▪*Letter from Senator DeFrancisco regarding CHIPS:* Supervisor Lanning said that the Town will receive an additional \$20,427.67 in local aid this year in CHIPS (Consolidated Local Street & Highway Improvement Program.

▪*Resignation of Pat Snyder – Outreach Coordinator:* Supervisor Lanning speaking for the Board said that they were very saddened to receive the letter from Pat Snyder effective April 29, 2016. Ms. Snyder served in that position since 2008.

*Resolution #16-93*

**Budget Amendments:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the following budget amendments were approved.

General Fund

\$ 2,950.00	Increase	081604.01.004.64	Refuse / Garbage – Post Closure
\$ 2,950.00	Decrease	019904.01.004.00	Contingency

Cost associated with Land Fill Monitoring - crossed over from 2015

*Resolution #16-94*

**Abstract #16-08:** On a motion of Councilor Howard, seconded by Councilor Badami and with unanimous (4-0) affirmation of the Town Board vouchers #16-0438 to #16-0526 were approved from the following funds:

General Fund: \$63,193.90	Part Town:	\$ 6,965.79
Highway: \$ 4,580.54	Highway Part Town:	\$ 2,141.27
Water: \$37,996.07	Water #5:	\$ 63.68
Sewer: \$ 1,009.26	Sewer #6:	\$ 201.99
T & A: \$16,304.31		
Total: \$132,456.81		



**Public Comment:**

•Courtney Alexander recommended having a realtor on the transfer tax committee.

*Resolution #16-95*

**Executive Session – Potential Litigation and Personnel/Assessor Applicants:** On a motion of Councilor Badami, seconded by Councilor Brace and with unanimous (4-0) affirmation of the Town Board, the meeting was adjourned to Executive Session at 8:20 p.m. to discuss potential litigation and Assessor applicants. The meeting was returned to open session at 8:45 p.m.

*Resolution #16-96*

**Schedule Special Meeting:** On a motion of Councilor Howard, seconded by Councilor Badami and with unanimous (4-0) affirmation of the Town Board a special meeting was scheduled for 8 a.m. on May 3, 2016 which will immediately adjourn to Executive Session to discuss litigation.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,



Janet L. Aaron  
Town Clerk