

**Town Board Meeting**  
**January 24, 2019**  
**10:00a.m. p.m.**

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

**Absent:** Councilor Badami

**Also Present:** Sue Murphy, Bridgett Winkelman, Tim Johnson, Chad Rogers, Patricia Coppo.

*Resolution #19-010*

**Minutes of January 7, 2019:** On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (4-0) affirmation of the Town Board, the Minutes of January 7, 2019 were accepted as presented.

*Resolution #19-011*

**Sims Building Update:** Supervisor Aaron stated the Board had authorized Architect, Janice Miller to make some changes to the Sims building plans. These changes would be connecting the proposed new building to the existing picnic pavilion. Architect, Janice Miller stated to the Board that due to the elevation of the two structures the connection was determined not to be feasible and also, aesthetically it did not look good. The buildings are different.

Supervisor Aaron stated they met with Janice and decided a better design was to extend the roof on the east and west side of the building. This would allow for more area to have picnic tables and other uses.

Janice Miller stated some of the alternative materials incorporated into the plans in order to lower the cost were to change the columns from all stone to composite material trim and a metal roof was added for durability. Supervisor Aaron stated we are building a “tank” not a normal building. It has to be built to withstand all the use and the possibility of vandalism in the park. The building allows for a women’s room, and a men’s room, a family bathroom and a storage room.

Councilor Coville asked, what is the size of the storage room? Janice Miller stated it will be 16.6’x20’. Councilor Coville asked about the access door to the storage room. Janice stated it is a standard double door, with a 6’ wide opening. Councilor Coville asked about the possibility of having an overhead garage door instead, allowing for more access for equipment.

Sue Murphy asked about the cost of this change. Architect Janice Miller said it shouldn’t change the cost, but she would have to redesign the location of the door on the back of the building. Councilor Coville and Councilor Tucker stated an overhead door would be easier to open in the winter and allow for more storage.

Supervisor Aaron stated the size of the studs will also be changed to save on cost and insulation is going to be added in the walls to allow for the possibility of this building being usable year- round in the future.

Supervisor Aaron stated if the Board agreed on this plan and the alternates for cost- savings, they could schedule the bid opening.

The Board and Parks Director, Sue Murphy agreed on adding a garage door in the center of the storage room in the back of the building. Janice Miller stated this change in the design would not change the cost. They agreed to change the design to an 8' garage door only to be added to the back of the building entering the storage area and to remove the 6' man door.

Supervisor Aaron asked what Janice's time-line would be for completing the bid specs and scheduling a bid opening. Ms. Miller stated a reasonable time frame is she would have the plans and bid specs completed by the first week of February and the bid opening could be scheduled three weeks after to allow contractors time to prepare their bid packets. Janice also stated she would distribute the bid packets to the Syracuse Builders exchange and all the necessary contracting groups.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (4-0) affirmation of the Town Board, the Board scheduled a bid opening for the construction of a new restroom facility at Austin Park to replace the Sims building on February 28, 2019 at 10:00 a.m.

*Resolution #19-012*

**Office of Children and Family Services – Program Annual Report:** Supervisor Aaron explained to the Board this is annual funding the Town receives from Onondaga County. Sue Murphy stated the annual report is the first step needed in the process to receive the \$810 in funding for the Playday program and requires the Supervisor's signature.

On a motion of Councilor Coville, seconded by Councilor Coville and with unanimous (4-0) affirmation of the Town Board, the Board authorized Supervisor Aaron to sign the Office of Children and Family Services – Program Annual Report to receive funding for the Town of Skaneateles Playday program.

*Resolution #19-013*

**Town Hall Relocation:** Supervisor Aaron stated the Town Hall Relocation Committee report was not on the agenda, but Chad Rogers and Tim Johnson were here and would like to update the Board.

Supervisor Aaron stated she had spoken to Councilor Badami, liaison to the Town Hall Relocation Committee that the Board is not ready to commit to any spending at this time. The Board is going to look at other alternatives, but Supervisor Aaron asked Mr. Johnson to update the Board.

Mr. Johnson submitted and reviewed a list of potential design and consulting services which the Committee recommended to be considered by the Town Board. He stated the first phase is a key element to the project and it would consist of a site survey for the Town's Fennell Street property, the location the Committee is looking at for the relocation of the Town Hall. The estimated cost of a site survey would be \$8,000-\$12,000 if the Town has not already done. He stated they did not think a site environmental study would be necessary if the Town is comfortable with the environmental reports the Town has completed in the past. They recommended existing building hazardous material testing at an estimated cost of \$4,000-\$6,000.

He reviewed after the site work, the second part of phase one would be to do an architectural study at an estimated cost of \$10,000-\$15,000. Demolition of the existing building, which would be completed by the Town's work force so there would be no additional cost. Contract for an appraisal for the existing Town Hall at an estimated cost of \$1,000-\$2,000 or less if the Town Assessor can perform the appraisal.

He reviewed their recommendations for the future phase 2 of the project including; geotechnical borings and reports, remainder of design, site development and building construction, insurance and legal expenses.

Mr. Johnson also stated the existing buildings on the Fennell Street site are being used and that will have to be addressed. He also stated the condition of the current buildings could be considered a safety hazard due to their existing condition.

Supervisor Aaron and the Town Board thanked Mr. Johnson and Mr. Rodgers as well as the Relocation Committee for all their work.

*Resolution #19-014*

**Contracts: Craig Richards and Ken Richards:** Supervisor Aaron reported Craig Richards lease agreement for farming the Town's property on Route 20 had been reviewed by Craig Richards and he had agreed to the changes. Ken Richards who leases Town property to farm in the Limeledge water district is still reviewing the changes to his lease. Mr. Richards stated when he originally signed the lease with the Town the tillable acreage was estimated. He is in contact with the Federal Farm Service Agency to get an accurate account of the tillable acreage on the property.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (4-0) affirmation of the Town Board, Supervisor Aaron was authorized to sign the lease agreement between the Town of Skaneateles and Craig Richards to lease approximately 50 acres in the amount of \$50 per acre for seven years, expiring December 31, 2025. The property is located on Rt. 20 East and is part of Lot 38.

*Resolution #19-015*

**Letter to Office of General Services – Objections to John Swygert Application:** Supervisor Aaron reviewed the letter Attorney Smith had drafted for the Town Board to approve regarding The Town's objections to an application submitted to the Office of General Services from John Swygert for the installation of two boat houses and a dock at 1914 West Lake Road Skaneateles. She reviewed the section of the letter which stated: "The Town Board does not oppose the concept of the Applicant receiving permission from OGS to install a dock or boathouse, however, the Board believes the configuration of the current proposal would result in serious negative impacts for the nearby municipal boat launch and marina, neighboring property owners and the community as a whole. The information provided to the Town about the intended Application indicates that the Applicant wishes to install an eighty (80) foot dock with two boathouses at the end of the structure, which would extend another forty-three (43) feet out into the Lake (the "Project")." Supervisor Aaron stated if this project would set a terrible precedent.

Attorney Smith reviewed the objections in the letter such as the interference with navigation and interference with public recreation and neighboring uses. The letter stated if the application is

granted as proposed, the Project would have substantial negative effects relating to the neighboring property owner's quality of life.

Attorney Smith stated he spoke to the Office of General Services and the applicant had been working with them on alternative plans due to the neighbor's concerns.

Councilor McCormack referred to Dennis Dundon's letter to the Office of General Services in objection to the Swygert application. He stated in this letter, Mr. Dundon stated "While I understand that Town zoning rules may not apply to structures constructed below the lake line...". He asked if this was the case, the Town's zoning code would not apply. Attorney Smith answered, the Town Code does not apply to construction below the lake line. The lake is owned by the State and they have jurisdiction.

On a motion of Councilor Tucker, seconded by Councilor McCormack and with unanimous (4-0) affirmation of the Town Board, Supervisor Aaron was authorized to sign the letter of objections to the application of John Swygert for the installation of two boathouses and dock at 1914 West Lake Road, Skaneateles, NY 13152 and send it to the Office of General Services and applicant John Swygert.

*Resolution #19-016*

**Finger Lakes SPCA 2019 Contract:** Supervisor Aaron explained to the Board this is an annual contract with the SPCA in Auburn to board dogs and cats picked up in the Town. The Town's Dog Control Officer has access to their facility 24 hours a day to drop off animals till they can be claimed by their owner. The SPCA has helped in animal cruelty cases. Supervisor Aaron stated the cost has not increased and they provide a great service to the Town.

On a motion of Councilor Coville, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the 2019 Finger Lakes SPCA Contract was approved with the same fees as 2018; \$1,600 annual maintenance fee per year and \$9.00 per day per animal for a maximum of 6 days as documented in the contract.

*Resolution #19-017*

**Parks Draft Snowplowing Policy:** Supervisor Aaron reviewed with the Board the proposed snow plowing policy for the Parks Department. Since the Town is now the owner of the Parks and no longer will the Village be plowing the Parks, Sue Murphy has made up a schedule of when each lot will be plowed at the Parks. Since the Town has not budgeted for extra plowing. If additional snowplowing is requested outside of these hours, a minimum 3 hours fee of \$107.00 will be charged to the entity requesting this additional service. Requests must be made 24 hours in advance.

Sue Murphy, Parks Director said she will send out this information to the Church, the YMCA and the School. Councilor McCormack asked if it could be posted on the Town website. Sue said yes.

Supervisor Aaron stated next year the Town should be more prepared. This is the first year the Village is not plowing, and we did not expect to plow this year and we will adjust the budget and the employee hours in 2020.

On a motion of Councilor McCormack , seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board, the Town of Skaneateles Parks Department 2019 Snow Plowing Policy is accepted.

*\*policy attached*

**Announcements/Correspondence/Updates**

▪*Update on Comprehensive Plan:* supervisor Aaron stated there have been various versions of the proposed Comprehensive Plan and Zoning. The basic changes of the proposed Zoning Code is the structure of the code. Planner, Joel Russel is drafting the code more user friendly. This made it difficult to compare to the original code line for line. She stated there have been different comparisons done. One comparison had been done by Town Planner, Howard Brodsky which is very thorough. Joel Russel had also sent a comparison with questions addressed to the Planning Board. Joel Russell had also presented a summary of the changes. He had done these summaries when he had updated the Zoning and Subdivision Code in the past and they were well accepted by the public to help track the changes.

Supervisor Aaron stated she felt very comfortable Planning Secretary Karen Barkdull, Planner Howard Brodsky, Joel Russell, Planning and Zoning Attorney Scott Molnar and Town Attorney Brody Smith know the proposed Zoning Code and with all the comparisons and outlines the Town Board should move forward and set up public informational meetings. Joel Russel is ready to move forward to create the Zoning Code document in its final form, without the annotations. After this is done the proposed Zoning Code along with the Open Space Plan and Comprehensive Plan can be referred to the various agencies and a public hearing can be scheduled.

Supervisor said she is asking the Board to request the Planning Board address the questions from Joel Russell that he had on the annotated version, then Mr. Russell can complete his final draft and the Board can then refer to the necessary agencies and the public hearing can be scheduled.

On a motion of Councilor McCormack , seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board, the Town of Skaneateles asked the Planning Board to review the question that Planner, Joel Russell had presented in the Town of Skaneateles proposed zoning code annotated version and authorize Mr. Russell to complete the final draft of the proposed Town of Skaneateles Zoning Code.

*Resolution #19-018*

**Budget Amendments:** Budget Officer Bridgett Winkelman reviewed the final 2018 budget adjustments.

On a motion of Councilor Tucker, seconded by Councilor Coville and with unanimous (4-0) affirmation of the Town Board the following budget amendments were authorized for the abstract #18-27 budget amendments:

**General Fund**

\$ 76.00	Increase	016204.01.004.00	Building – C/E
\$ 178.00	Increase	016704.01.004.00	Central Print – C/E
\$ 254.00	Decrease	019904.01.004.00	Contingency – C/E

Cost of doing business

\$ 77.00	Increase	051324.01.004.00	Garage – C/E
\$ 198.00	Increase	051324.01.004.86	Garage – C/E - Gas
\$ 275.00	Decrease	051324.01.004.84	Garage – C/E – Electric

Cost of doing business – Balance activities within department

\$ 170.00	Increase	071404.01.004.52	Winter Rec – C/E – Supplies
\$ 170.00	Decrease	071104.01.004.51	Summer Rec – C/E – Fields

Cost of doing business – Balance activities within department

\$ 17,205.00	Increase	081604.01.004.00	Refuse/ Garbage – C/E
\$ 17,205.00	Decrease	019904.01.004.00	Contingency – C/E

Additional costs associated with trash disposal

\$ 500.00	Increase	090558.01.008.00	Disability Insurance
\$ 31,650.00	Increase	090608.01.008.00	Medical Insurance – C/E
\$ 4,000.00	Decrease	019904.01.004.00	Contingency – C/E
\$ 5,000.00	Decrease	090508.01.008.00	Unemployment Insurance – C/E
\$ 5,000.00	Decrease	090308.01.008.00	Social Security
\$ 10,000.00	Increase	003005.01.000.00	State Aid – Mtg Tax
\$ 8,150.00	Increase	003089.01.000.00	State Aid - Other

Cost of doing business – Change in coverage for Employees medical Insurance, Single to family and an additional employee

**Part Town Fund**

\$ 104.00	Increase	080114.02.004.00	Codes Officer – C/E
\$ 238.00	Increase	080204.02.004.59	Planning – C/E – Engineer
\$ 342.00	Increase	002555.02.000.00	Building Permits

Additional cost associated with change in personal, balance between departments

**Highway Town Wide Fund**

\$ 27.00	Increase	051421.03.001.00	Snow Removal – P/S
\$ 1,300.00	Increase	090108.03.008.00	State Retirement
\$ 52.00	Increase	090558.03.008.00	Disability Insurance
\$ 1,379.00	Decrease	090898.03.008.00	Other Employee Benefits - C/E

Balance of P/S and activities

**Highway Part Town Fund**

\$ 351.00	Increase	051104.04.004.00	General Repair – C/E
\$ 886.00	Increase	090108.04.008.00	State Retirement
\$ 1,237.00	Decrease	090308.04.008.00	Social Security

Balance of P/S and activities

**SF – Fire District Fund**

\$ 1.00	Increase	034104.06.004.62	Fire Protection – Skaneateles
\$ 1.00	Increase	001001.06.000.32	Real Property Tax – Skaneateles

Cost of doing business – Balance activities within department

**EW – Water Consolidated**

\$ 725.00	Increase	083102.08.002.00	Water Admin - Equipment
\$ 6,450.00	Increase	083204.08.004.00	Source of Supply – C/E
\$ 12.00	Increase	090458.08.008.00	Life Insurance
\$ 7,187.00	Decrease	083104.08.004.00	Water Administration – C/E

Cost of doing business – Balance activities within department

**ES – Sewer Consolidated**

\$ 2,760.00	Increase	081204.10.004.00	Sanitary Sewers – C/E
\$ 1,000.00	Decrease	081101.10.001.00	Sewer Admin – P/S
\$ 1,670.00	Decrease	081104.10.004.00	Sewer Admin – C/E
\$ 90.00	Decrease	081104.10.004.93	Sewer Admin – C./E Reserve

Cost of doing business – Balance activities within department

*Resolution #19-019*

**2018 Budget Transfers and Encumbrances:** Budget Officer Bridgett Winkelman explained to the Board these transfers and encumbrances were budgeted for 2018:

On a motion of Councilor McCormack seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board the following budget reserve transfers were authorized for the 2018 budget:

**General Fund**

<b>\$ 13,625.00</b>	<b>Increase</b>	<b>000878.01.000.20</b>	<b>Town Hall Office Equipment Reserve</b>
\$ 13,625.00	Decrease	016802.01.002.93	Cent. Data Proc. Equip. – Reserve
<b>\$ 15,000.00</b>	<b>Increase</b>	<b>000878.01.000.24</b>	<b>Town Hall Capital Impro. Reserve</b>
\$ 15,000.00	Decrease	019404.01.004.00	Purchase of Land
<b>\$ 5,000.00</b>	<b>Increase</b>	<b>000878.01.000.23</b>	<b>Town Hall Equipment Reserve</b>
\$ 5,000.00	Decrease	016202.01.002.93	Buildings – Equip. & Cap. Imp. – Reserve
<b>\$ 750.00</b>	<b>Increase</b>	<b>000878.01.000.19</b>	<b>Animal Control Equipment – Reserve</b>
\$ 750.00	Decrease	035102.01.002.93	Animal Control Equipment – Reserve
<b>\$ 57,000.00</b>	<b>Increase</b>	<b>000878.01.000.33</b>	<b>General Recreation – Reserve</b>
\$ 32,000.00	Decrease	071102.01.002.93	Parks – Equipment – Reserve
\$ 25,000.00	Decrease	071104.01.004.51	Parks – C/E – Fields

**Highway Town Wide**

<b>\$ 157,000.00</b>	<b>Increase</b>	<b>000878.03.000.25</b>	<b>Highway Equipment – Reserve</b>
\$ 50,000.00	Decrease	051302.03.002.93	Machinery Equipment – Reserve

\$ 32,000.00	Decrease	051424.03.004.00	Snow Removal – C/E \$
75,000.00	Increase	002300.03.000.00	Transportation Services

**SF – FIRE DIST**

<b>\$ 20,000.00</b>	<b>Increase</b>	<b>000880.06.000.22</b>	<b>Tax Stabilization - Reserve</b>
\$ 20,000.00	Decrease	034104.06.004.93	Skaneateles Fire Protection

*Resolution #19-020*

**Abstract #18-27:** On a motion of Councilor Coville, seconded by Councilor McCormack and with Unanimous (4-0) affirmation of the Town Board vouchers #18-1911 to 18-1942 were authorized from the following funds:

General Fund:	\$ 81,767.08	Part Town:	\$11,808.09
Highway:	\$ 19,019.80	Highway P/T:	\$13,545.18
Water:	\$ 21,048.00	T & A:	\$ 6,072.66
<b>Total:</b>	<b>\$ 155,196.83</b>		

*Resolution #19-021*

**Abstract #19-02:** On a motion of Councilor Coville, seconded by Councilor Tucker and with Unanimous (4-0) affirmation of the Town Board vouchers #19-0024 to 19-0 were authorized from the following funds:

General Fund:	\$ 48,524.96	Part Town:	\$ 8,098.72
Highway:	\$ 33,400.34	Highway P/T:	\$ 6,331.32
Water:	\$ 3,736.22	Sewer:	\$ 27.25
T & A:	\$ 1,212.40	Village Fire Dist:	\$153,037.70
<b>Total:</b>	<b>\$254,368.91</b>		

*Resolution #19-022*

**Annual Accounting of Town Financial Records:** Supervisor Aaron explained that Town Law §123 requires that each town officer and employee who receive or disburse any moneys in the previous fiscal year shall account with the Town Board such monies by presenting their reports and certifying to the Board the amount they received during the 2018 fiscal year.

On a motion of Councilor Coville , seconded by Councilor Tucker and with unanimous (4-0) of the Town Board the certified financial accountings of the Town Clerk, were accepted as presented.

On a motion of Councilor Coville, seconded by Councilor Tucker and with unanimous (4-0) of the Town Board the certified financial accountings of the Town Justice Major funds were accepted as presented.



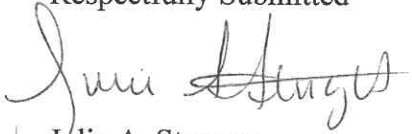
On a motion of Councilor Coville, seconded by Councilor Tucker and with unanimous (4-0) of the Town Board the certified financial accountings of the Town Justice Dell funds were accepted as presented.

*Resolution #19-023*

**Executive Session:** On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (4-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 11:08 a.m. to discuss personnel.

The meeting was returned to open session at 11:30 a.m. and adjourned

Respectfully Submitted



Julie A. Stenger  
Town Clerk