

**Town Board Meeting**  
**May 4, 2020**  
**6:30 p.m.**

**Remote Meeting via [www.zoom.com](http://www.zoom.com) (id#: 830 3812 6122 password 949815)**

**Present:** Supervisor Aaron, Councilor Tucker, Councilor McCormack, Councilor Alexander, Councilor Legg, Attorney Smith

**Also Present:** Bridgett Winkelman, Jim Greenfield (Deputy Supervisor), Robert Herrmann, Karen Barkdull, Sue Murphy, Kim Benda, Allan Wellington, Miranda Robinson, Chris Buff, Jason Gabak (Skaneateles Press), Michele Norstad, Joe Dwyer, Tyson Chang, Dee McGuire, Mary Ellen McQuaid, Dessa Bergan, Timree Williams, Kate Ibenz.

Supervisor Aaron stated this is the third remote Zoom meeting held by the Town Board. She thanked all departments for their hard work and dedication to making all Town departments run smoothly during this time.

**Highway, Water, Transfer Station:** Highway Superintendent Allan Wellington reported the Highway Department had plowed two times since the last Town Board meeting and 128 times for the season. He stated the employees had been working on correcting the flooding on Gully Road, cleaned up fallen trees and limbs, outfitted trucks for summer work, leaving three with plow equipment in anticipation of snow later this week. He stated they continued to make lawn repairs damaged by snowplowing. They had been preping roads for summer paving projects. He also reported both the 1986 Ford tractor and the 2002 International plow truck are now listed with Auctions International. The tractor had been viewed 1107 times and received 49 bids. The plow truck had been viewed 537 times and had received 8 bids, the bidding ends May 15<sup>th</sup>. In the Water Department they had repaired a leaking main valve on Jordan Road. At the Transfer Station Demarco hauled away a large portion of the ground mulch, two truck loads of scrap steel had been hauled away, one load of tires and one load of mattresses were also hauled out.

Supervisor Aaron and Councilor Legg stated there had been heavy traffic at the Transfer Station, people had been practicing social distancing and the employees are working hard to keep up with the activity.

**Planning & Zoning:** Councilor Tucker reviewed the new Open Projects Report, stating there are currently 5 open projects. He also reported there are 10 existing open projects open at this time. Hidden Estates, Teixeira, Tracy, Zechman Subdivision, Chris Graham, Steve Datz, Woodbine Group, Meunier and Victory Sports. He also reported the draft Zoning Codes is now being reviewed by Attorney Smith's staff to format the document before the final submission to the Boards. Planning and Zoning Secretary Karen Barkdull reported they had held 4 pre-application meetings, there will be one Zoning Board of Appeals meeting and two Planning Board meetings in the month of May remotely through Zoom and she had attended two online trainings on the NY State Solar Energy Code, pending legislation on large scale solar projects. She stated New York has pending legislation that would give more authority to the State regarding Solar Farms and limit the authority of municipalities.

Supervisor Aaron stated the Town currently has an application for a Solar Farm on Stump Road. Planning Secretary Barkdull said this legislation could affect this application.

**Codes:** Codes Enforcement Officer Robert Herrmann reviewed the April report and stated overdue permits are down to 7, 17 new permits have been issued in the month of April, three Certificates of Completion, and one complaint. He stated the complaint is an unsafe structure located at 1632 Stump Road.

**Parks:** Parks Manager Sue Murphy reported they are working on preparation for the start of the Farmers Market. The Farmers Market is planned to start May 21<sup>st</sup>. They are dealing with the new guidelines and preparing signage for social distancing and rules at the market. They had met at the Conservation Area with Councilor Alexander and Supervisor Aaron to set up a plan on how the Parks Department can help with maintenance at the Conservation Areas. She reported the Parks Department is working on mowing and cleaning up the parks after the winter and practicing social distance while working. The Parks continue to be busy and she thanked the community for their efforts to social distance in the Parks.

Councilor Alexander shared the signage that is being posted in the Town and Village to remind people of social distancing. The Town and Village have partnered to create and set up these signs at various locations around the Town and Village. These signs are placed at the Parks and the Downtown areas. The guidelines posted on these signs came from the Department of Health. These signs are a friendly reminder to encourage people to social distance and wear masks in public. Councilor Alexander stated she would like to make an announcement to people to please keep pets on a leash at all times in the Parks. Austin Park is very busy, and we need to remind everyone to have their pets on a leash for the safety of others.

Parks Manager Sue Murphy stated she shared these signs with the school to keep all public areas consistent.

**Staff Engineer:** Miranda Robinson, Staff Engineer reported she had attended several webinars during the past month. Most of these webinars addressed operations during COVID – 19, specifically water and utilities for municipalities. She attended an excellent webinar by the NY State Comptroller’s Office regarding financial planning. She stated she is working on the water meter comparisons with the Town and the Village meters and there is no update on the Smart Cities project at this time.

**Budget:** Budget Officer Winkelman reported her office is working on completing the final items for the 2019 audit. She stated everything is going very well with the auditors but slower than usual due to the remote sharing of documents. The office is working on a normal schedule and has adapted well to the new normal.

Supervisor Aaron agreed that the new normal of working remotely is working well and she thanked Budget Officer Winkelman for all she is doing to keep her office and assist all departments during this challenging time.

**Minutes of April 20, 2020:** On a motion of Councilor Alexander, seconded by Councilor Tucker,

and with a (5-0) affirmation of the Town Board the minutes of April 20, 2020 were accepted as presented.

**Fiscal Advisors - Joint Financial Advisory Services Agreement:** Supervisor Aaron reviewed the bonding of the Fire Department Building. In 1998, the Village and Town of Skaneateles sought and obtained Special Act Legislation of the State Legislature which authorized the Village and Town to jointly finance, construct and own an emergency services facility for the benefit of the Village and the Fire Protection District. In 2006 the Village and Town of Skaneateles jointly bonded for 25 years in the amount of \$4 Million to finance the construction. She stated John Shehadi of Fiscal Advisors brought to the Town and Village's attention an opportunity to refinance the balance of the bond. With this refinancing the Town and Village could save approximately \$18,000 per year with a total savings of approximately \$109,000 in the 6 years left on the bond.

Supervisor Aaron said her, and Budget officer Winkelman have met with Village Trustee Kathleen Zapata to review this opportunity presented by Fiscal Advisors. Both the Village and the Town went back to Fiscal Advisors and stated they would like both public issuance and private placement for the bids. Fiscal Advisors adjusted their agreement to state this request.

Supervisor Aaron stated both the Village and Town Boards are comfortable with this agreement and the Village will vote to approve the agreement at their next meeting.

On a motion of Councilor McCormack, seconded by Councilor Alexander, and with a (5-0) affirmation of the Town Board, the Town Board authorized Supervisor Aaron to sign the Joint Financial Advisor Services Agreement with Fiscal Advisors & marketing, Inc regarding refinancing the joint Town and Village of Skaneateles Fire Station Bond.

**Authorize Transfer from Town Hall Reserve Fund for expenses and updates due to COVID-19, not exceed \$15,000:** Supervisor Aaron explained unexpected expenses had occurred due to the COVID-19 Pandemic. Items such as laptops for remote work and reconfiguration of offices and the front counter area, masks, signs and other items have been necessary. Budget Officer Winkelman is keeping track of all these additional expenses in case there is any opportunity for reimbursement from the County, State or Federal Governments.

Councilor Legg asked if the additional expenses from the increase of garbage are also being kept track of in case there is a possibility of any reimbursement for this department. Budget officer Winkelman stated yes, all the additional expenses are being tracked except personal services.

On a motion of Councilor Tucker, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the Clerk was instructed to advertise to transfer from Town Hall Reserve Fund for expenses and updates due to COVID-19, not exceed \$15,000 subject to the permissive referendum requirements of Town Law

**Town Employee Interim Guidelines During COVID-19 Pandemic:** Supervisor Aaron stated during the COVID 19 Pandemic the Town created a "Town Employee Guidance During the COVID-19 Pandemic" to help the Town Board and employees navigate through this uncharted time. She reviewed the updated section with the Board:

“Added May 4, 2020:

The following are the guidelines for Town of Skaneateles employees who have tested positive for COVID 19 or who have been exposed to someone who has tested positive for COVID 19:

Employees Who Have Tested Positive for COVID 19

Those testing positive for COVID 19 will require a letter from the Health Department or their health care provider that they are healthy and can return to work.

Employees Exposed to Someone Testing Positive for COVID 19

For employees exposed to someone with COVID 19, the Town will require that their temperature be taken each day for 14 days before returning to work.

Please review the required procedure below:

Highway, Water and Transfer Station:

Employees would report to the Highway Department first. Notify Allan Wellington by calling his cell phone at 315-952-2645 that you are outside the building. Stay in your vehicle. Allan Wellington will wear a mask and gloves and come to your vehicle (or a place to be determined) to take your temperature. If your temperature registers 100.4° F or higher you will not be allowed to return to work until you quarantine for 14 days and your temperature is below 100.4°. If your temperature is below 100.4° you will be allowed to return to work.

Parks Department

Employees would report to the Parks Department at Austin Pavilion first. Notify Sue Murphy by calling her cell phone at 315-727-9320 that you are outside the building. Stay in your vehicle. Sue Murphy will wear a mask and gloves and come to your vehicle (or a place to be determined) to take your temperature. If your temperature registers 100.4° F or higher you will not be allowed to return to work until you quarantine for 14 days and your temperature is below 100.4°. If your temperature is below 100.4° you will be allowed to return to work.

Town Hall Departments, Outreach Office and Elected and Appointed Officials

Employees would report to the Town Hall first. Notify Julie Stenger by calling her office phone at 315-685-3473 that you are outside the building. Stay in your vehicle. Julie Stenger will wear a mask and gloves and come to your vehicle (or a place to be determined) to take your temperature. If your temperature registers 100.4° F or higher you will not be allowed to return to work until you quarantine for 14 days and your temperature is below 100.4°. If your temperature is below 100.4° you will be allowed to return to work.

Allan Wellington, Sue Murphy and Julie Stenger

These elected officials and department head would report to the Town Hall first. Notify the Town Supervisor (or person to be determined) that you are outside the building. Stay in your vehicle. The Town Supervisor (or person to be determined) will wear a mask and gloves and come to your vehicle (or a place to be determined) to take your temperature. If your temperature registers 100.4° F or higher you will not be allowed to

return to work until you quarantine for 14 days and your temperature is below 100.4°. If your temperature is below 100.4° you will be allowed to return to work.

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>”

Supervisor Aaron stated two touchless thermometers had been donated to the Town by Hill-Rom. Supervisor Aaron thanked Hill-Rom for this generous donation. Councilor Tucker asked about the locations of the needed testing and only having two thermometers. Supervisor Aaron and Councilor Alexander stated the thermometers will be shared by departments and hopefully will not have to be used in different departments at the same time. She stated these guidelines will be sent to all employees and the Union once authorized by the Board.

On a motion of Councilor Alexander, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board the Town Board approved the May 4<sup>th</sup> update to the “Town Employee Interim Guidelines during the COVID-19 Pandemic”, upon approval the guidelines are to be distributed to all employees.

\*Town Employee Interim Guidelines during the COVID -19 pandemic” attached

#### **Announcements/Correspondence/Updates**

▪ *Update Zoning Code Revisions:* Attorney Smith updated the Board on the Zoning Code Revisions. He stated it has been a lengthy process to reform the document. This process had been completed and he referred to Planning and Zoning Attorney Scott Molnar. After his and the committee’s final review it will be submitted to planner Joel Russel for his final review. This should be ready this week.

▪ *Update Hamlet Committee:* Councilor Legg reported to the Board the Hamlet Committee had met remotely via Zoom. The committee was joined by Dan Kwasnowski from Onondaga County Planning. Mr. Kwasnowski confirmed the \$50,000 commitment from the County is still in place and Councilor Legg confirmed the \$35,000 commitment from the Town is still in place as well.

He stated the County will establish an RFP for the Town of Skaneateles to send out to qualifying companies and that the award monies will go out in 2020 after the Town meets with the teams and decides which company will receive the contract. Once the RFP is in place the County could release the \$50,000. Dan also stressed that it would take a year to develop a plan after the contract is awarded to a planning company.

Councilor Legg said there was discussion of reaching out to the communities with character maps (gateways, boundaries, roadways, employment, agriculture, historical) and possibly having an open house event and/or a survey. Mr. Kwasnowski stated his office could help facilitate this.

Councilor Legg stated the Town could use their Staff Engineer and the Engineering Committee to also help facilitate the plan. This would help offset some of the cost.

The Committee had decided to make a rotation to move chair positions. Chair Dick Eldredge asked committee members to consider the change of the chair and secretary positions.

Councilor Legg stated he is hoping the County will have the RFP prepared for the Board to review and approve at their next meeting on May 18<sup>th</sup>.

The next Hamlet Committee meeting is scheduled for May 26<sup>th</sup>.

▪ *Update Board of Assessment Review:* Supervisor Aaron updated the Board on Grievance Day which is scheduled for May 26, 2020. She stated Governor Cuomo had authorized Grievance Day in New York to be held remotely during the COVID-19 Pandemic. The public will need to be able to hear or see Grievance Day and Zoom will allow both options remotely with a computer or phone as well as the call-in option. Supervisor Aaron and Councilor McCormack will be meeting remotely with the Board of Assessment Review to discuss the new way of holding Grievance Day. Assessor Mike Maxwell has published a notice stating the times he is available for informal meetings by phone before Grievance Day. Supervisor Aaron stated she had met with the other supervisors in Onondaga County and other Towns are operating Grievance Day in similar ways; either remotely, by phone or by mail.

Councilor McCormack asked if a letter was sent to the property owners who received a notice their assessment had increased explaining the way Grievance Day would be held? Supervisor Aaron said a letter was enclosed with every notice stating the time Mike Maxwell would be available for informal meetings and that the exact protocol would be determined at a later date and will be available on the Town website.

Attorney Smith reviewed the procedure of Grievance Day and the Real Property Tax Law section regarding this. Grievance Day will be held on May 26, 2020 from 4:00 p.m. – 8:00 p.m. for property owners to grieve their tax assessment.

Councilor McCormack asked if there is an appeal by the property owner against the Board of Assessment Review's decision, is the property owner notified of the option to appeal this decision in court? Attorney Smith answered the decision will be given in writing and information about the appeal process is explained at that time.

▪ *Update Town Hall and Department Modifications:* Supervisor Aaron reported to the Board a meeting was held with all departments to review the needed updates to the Town Hall and other departments to allow for social distancing for the employees and the public. Town Clerk Julie Stenger stated she would be receiving quotes for glass partitions to be installed at the Town Clerk's counter, Highway Superintendent Wellington is fabricating a temporary counter for the back entrance at the Town Hall to limit exposure to the public and the employees. There will be a scheduled deep cleaning for the Town Hall after the budgeted painting and carpet replacement is completed. Stanchions had been ordered for the parks as well social distance tape to direct people.

▪ *Insurance Services resurveying notice from the Skaneateles Fire Department:* Supervisor Aaron reported a letter was received from the Skaneateles Fire Department which stated the Skaneateles Fire Department was recently notified by the Insurance Services Office (ISO) that they are coming out to survey the community as part of a continuing program to keep insurance classifications up to date. This is to assure that proper property insurance premium calculations for existing public fire protection is available to individual property owners. The last ISO survey of the Skaneateles

Fire Department was in 2014. This is scheduled for September or October of 2020 after the Village water system upgrades are completed. Supervisor Aaron reviewed the necessary things needed to be completed prior to ISO survey in the Fall. They are asking for the assistance of the Town Water Department. Councilor Alexander agreed to work with the Fire Department to complete what is needed from the Town of Skaneateles.

▪ *Recognition to Haylor, Freyor & Coon and Comp Alliance for Face Masks:* Supervisor Aaron stated the Town's insurance carriers; Haylor, Freyor and Coon and Comp Alliance had supplied the Town with 180 face masks. Due to COVID-19 the Town has had a difficult time securing face masks for the employees, she thanked them for this needed donation.

**Public Comment:** Timree Williams asked the Board about the lack of social distancing and the lack of people wearing face masks in the Village. She asked if the Town Board could do anything about enforcing the wearing of masks and public distancing. Supervisor Aaron stated the Town does not have a police force and that she is talking about the Village. The Village of Skaneateles does have a police force and they are trying to enforce the face mask rule now in effect in New York State without force. They are trying to educate the public. The Town and Village had placed signs in various areas in the downtown area and the parks reinforcing the face mask rule and social distancing. Councilor McCormack stated as businesses begin to reopen this will have to be heavily enforced. Attorney Smith stated County Executive Ryan McMahan has established the ability for police to issue a misdemeanor charge for not wearing a face mask or congregating in groups. Supervisor Aaron thanked Timree Williams for her comments and concerns.

Tyson Chang asked the Board about the closure of the areas at the Parks and the Nature Trail, and when they would be reopened. Supervisor Aaron stated this is difficult to determine. There is a 4-phase plan for reopening in the State. We are hoping, considering the low numbers in Onondaga County the reopening will happen soon. Recreation areas are the last in the 4-phase plan to prevent social gatherings. She stated we understand your frustration and are reviewing all the options. Councilor Alexander stated we want to reopen all the Parks as soon as possible but we must wait for direction from the County and the State. Supervisor Aaron thanked Mr. Chang for his concerns and comments.

**Budget Amendments** – No budget amendments.

**Abstract #20-09:** On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board vouchers #20-0455 - #20-0479 were authorized from the following funds:

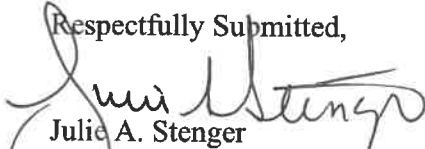
General Fund:	\$ 17,005.86	Highway:	\$ 921.04
Water:	\$ 391.36	Street Lgt.:	\$ 591.44
Hwy Part Town:	\$ 1,375.46	T & A:	\$ 176.52
Part Town:	\$ 34.01		
<b>TOTAL:</b>	<b>\$ 20,495.69</b>		

**Executive Session:** On a motion of Councilor McCormack, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 7:35 p.m. for Attorney Advice.

On a motion of Councilor Legg, seconded by Councilor Alexander the meeting was returned to open session at 8:44p.m.

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 8:44 p.m.

Respectfully Submitted,



Julie A. Stenger  
Town Clerk