

**Town Board Meeting**  
**November 4, 2019**  
**6:30 p.m.**

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

**Also, Present:** Courtney Alexander, Sue Murphy, Bridgett Winkelman, Beth Batlle, Jason Gabak (Skaneateles Press), Martin Dillon, Joe Calipari.

**Department Reports**

***Highway, Water, Transfer Station:*** Supervisor Aaron reported Highway Superintendent Allan Wellington was on vacation. Budget Officer Winkelman stated Highway Superintendent Wellington asked her to request the Board to declare the plow from the Low Boy dump truck as surplus. She stated the Highway Department had sold the dump truck to the Park's Department and no longer needed the plow. If the Board declares the plow surplus Highway Superintendent Wellington can auction this on the Auctions International online auction service.

Supervisor Aaron asked Parks Director Sue Murphy if the Parks Department needed the plow when they purchased the truck from the Highway Department. Sue Murphy stated no, they did not.

On a motion of Councilor Tucker, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board the Town Board declared the plow attachment from the Low Boy dump truck as surplus in order to sell the equipment at auction.

***Parks:*** Sue Murphy reported in the Parks Department they had been wrapping up field work at the parks and getting ready for the winter months. She stated they had meet with Chase Design on designing new signs at all the Parks and the boat launch in 2020. They are putting up the reflectors around the path at Austin Park for snow plowing and this year they are installing a snow fence along the State Street side to help with the drifting snow on that side of the walking path and parking lot. Supervisor Aaron stated the Parks crew had worked on painting the front area at the Town Hall and replacing the outdoor light and had done a great job.

***Planning & Zoning:*** Councilor Tucker reported there were currently 6+ open projects. He reviewed the status of existing projects still open; Hidden Estates, Zechman Subdivision, Steve Datz, Skaneateles Aerodrome, Chris Graham. He reviewed the Planning Departments other activities which included; the draft Zoning Code, attendance at the Hamlet Committee meeting on October 29<sup>th</sup> and had conducted 3 pre-application meetings with prospective applicants and provided historical information on six properties.

***Codes:*** Codes Officer Herrmann reported they closed 44 more permits this month. Of the 320 expired permits, that number dropped to an outstanding 13, compared to 28 last month, the current total is now 20, compared to 44 from last month. He stated plans are coming in for Ben Garrett to review. He also is now organizing the fire inspection process. They should have the program started soon.

Kim Benda is still working on updating IPS to have accurate data on the system for each parcel and working with County. She also is working with Karen Barkdull on record retention in basement. He thanked the staff and stated they are doing an excellent job.

Mr. Herrmann stated Ben Garrett had been working on entering the building code and town code into the IPS (Business Automation Systems) software and working with the software company to have this information pre-loaded into the program.

Councilor Badami thanked Codes Officer for the reports he provided to the Board, they are very thorough and informative.

**Budget:** Budget Officer Winkelman reported she had been cleaning up her office after the preparation of the 2020 Town Budget. She had scheduled the auditors to begin their preliminary audit December 9<sup>th</sup> and the unpaid water bills for 2019 had been to be submitted to Onondaga County.

**Historian:** Town Historian Beth Battle gave a report on the “A Washington Connection”.  
\*report attached

*Resolution #19-195*

**Minutes of October 21, 2019:** On a motion of Councilor Badami, seconded by Councilor Coville, and with a (4-0) affirmation of the Town Board the minutes of October 21, 2019 were accepted with Councilor Tucker abstaining due to his absence from the October 21<sup>st</sup> meeting.

*Resolution #19-196*

**6:44 p.m. Public Hearing – 2020 Preliminary Budget:** Supervisor Aaron thanked the Board, the department heads and especially Bridgett Winkelman for all the hard work preparing the 2020 budget.

Budget Officer Bridgett Winkelman summarized the 2020 budget. She stated the Town Board started working on the 2020 budget on August 1<sup>st</sup> and had their final meeting on October 21<sup>st</sup>. Salary increases are approximately 2% for the majority of the Town employees. The Town Board funded the hiring of an additional employee in the Water Department, Recreation Department and had also hired a full-time employee at the Transfer Station.

She stated health insurance expenses for the Town employees went up by an average of 5.25%, but the Town had stabilized the budget by providing the Town employees with a health insurance allocation which did not change for 2020.

Budget Officer Winkelman stated the 2020 budget supports the established reserves, these reserves allows the Town to purchase equipment and complete long term capital projects without adversely effecting the budget or bonding for the project

In 2020 \$324,160.00 will be transferred from reserves in 2020 for the following projects:

\$102,000	Fire Department – Air Pacs
\$ 93,035	Highway Equipment
\$ 30,000	Highway Garage Build Out and Repairs

\$ 24,600	Parks – Mower replacement, bleachers and fencing
\$ 21,000	Transfer Station – Compactor
\$ 20,500	Bridge/Culvert Replacement
\$ 12,000	Water – equipment
\$ 11,000	Computers/Server Upgrade
\$ 10,000	Town Hall maintenance

Budget Officer Winkelman stated the tax compliance for 2020 is 1.07%. This budget meets those guidelines. The amount to be raised in taxes increased from 2019 from \$78,462.00 or just over 2%. The total tax rate for the 4 major funds, 2.1264 which increased by .0219 cents or 1%.

Budget Officer Winkelman said overall the Town Board worked very hard to meet the needs of the residents with always keeping in mind their fiscal responsibilities.

On a motion of Councilor McCormack, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board, the Public Hearing was opened.

Supervisor Aaron asked if there was anyone who had any questions or wished to speak in favor of or against the 2020 proposed budget.

No one spoke.

On a motion of Councilor Tucker, seconded by Councilor Coville and with unanimous (5-0) affirmation of the Town Board, the Public Hearing was closed.

Supervisor Aaron stated the Budget process is always an intense time for the Board and it is never easy. She thanked Budget Officer Bridgett Winkelman for all the work she put into this budget and all the help and knowledge she gave the Town Board during this process.

The Board agreed and stated the budget process is very overwhelming and with Bridgett's guidance the process is made easier and they all thanked her for the amazing job she does.

On a motion of Councilor Badami, seconded by Councilor McCormack and with unanimous (5-0) affirmation of the Town Board, the 2020 Budget was adopted.

*Resolution #19-197*

**Scout Troop 61 Klondike Derby and Snow Box Derby- February 1, 2020 at Austin Park:** Supervisor Aaron introduced Ronald Fay to review with the Board his request to hold the Klondike derby and the Snow Box Derby at Austin Park.

Ronald Fay stated he is the Scoutmaster of Troop 61 here in Skaneateles and they are looking to host 2 Winter Events on Saturday, February 1st, 2020 at Austin Park and Allyn Arena.

The first event is known as the Klondike Derby. Scout Units, which involved older youth, ages 11 - 18, compete in a series of Scout related activities that will test their skills and knowledge in areas such as knot tying, animal track identification, first aid, etc.

The second event, which will run simultaneously with the Klondike Derby, is the Snowbox Derby. This event is for Cub Scouts, ages 5 - 10. Youth will build a sled out of cardboard boxes, decorate them, and race them down a hill. They will also participate in winter activities more suitable to Scouts their age group, for a day full of fun.

Over 30 Scouts and Cub Scout Packs will be invited from Cayuga County and the Western Suburbs of Onondaga County, with a possibility of over 450 Scouting Youth attending. Our plan is also to enlist the help of the Rotary Club to make this a Community Event for Scouting.

Mr. Fay reviewed the Snow Box event with the Board, he stated that in the past part of this event is education on shooting sports. The scouts would only be allowed to use bebe guns. The Boy Scout Council has 2 blow up practice sets. They have been using these and conducting these training events for the past 2 years and have had no problems. They will have a range master and range safety officers assigned to the area during the event for safety. He stated he was asking the permission of the Town Board to set up these rangers at this event. They will be set-up inside the Arena not outside in the Park.

Supervisor Aaron asked where they had used these in the past. Mr. Fey stated they had been used at the Boy Scout Camp, Wellesley Island, and various recruitment events.

Attorney Smith stated there is no legal impediment regarding this request they would need to provide a certificate of insurance listing the Town of Skaneateles as an additional insured. Mr. Fey said that would be provided to the Town.

Councilor Badami stated his son had participated in the bebe gun shooting range at a Cub Scout event and he said it was well run and safe. He stated he felt comfortable as a parent to allow his child to participate and did not have a problem with it at the Allyn Arena.

Councilor Coville stated he is in favor of this education. Mr. said this apparatus is labeled as "Shooting Education Range". The Boy Scout have always been an advocate for range safety and education for the Scouts.

Councilor Tucker asked Parks Director Sue Murphy if she had any questions or problems with these events. Sue Murphy stated no, she thought these events would be great to hold in the Park and Arena.

Councilor Badami asked if they would be notifying the Fire Department. Councilor Coville stated they should also contact SAVES for this event. Ron Fey stated he would contact both the Fire Department and SAVES. Supervisor Aaron stated he should also contact the Community Center regarding parking. Mr. Fey stated they would not be using any parking at the Community Center.

The Board agreed there didn't seem to be any problem with the shooting education range and the events planned for February 1<sup>st</sup> at The Allyn Arena and Austin Park.

Supervisor Aaron asked the time of the event. Mr. Fey stated it will be 7:30 a.m. – 5:00p.m. Supervisor Aaron asked about restrooms. Mr. Fey stated they did not want to use the restroom in

the lobby area of the Arena, they would use the porta potties at the parks. Supervisor Aaron stated they would have to pay for the cleaning of the porta potties after the event. Mr. Fey agreed, and contacting the Skaneateles Fire Department and SAVES.

On a motion of Councilor Badami, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the Town Board authorized the use of Allyn Arena and Austin Park for the Boys Scout Troop 61 Klondike Derby and Snowbox Derby on February 1, 2020 from 7:30 a.m. – 5:00 p.m. contingent on the Town receive a certificate of insurance from the Boy Scouts naming the Town as and additional insured.

*Resolution #19-198*

**Employee Handbook Update- Unpaid Leave:** Supervisor Aaron stated to the Board they are looking into updating a section to the Town of Skaneateles Employee Handbook regarding Unpaid Leave. Supervisor Aaron stated this would fill the gap between Family Medical Leave and vacation. When there is a family or personal situation that an employee needs to take more time without pay.

Supervisor Aaron reviewed the proposed update. The Board reviewed the proposed updates in regards to the amount of time allowed. Supervisor Aaron stated it should not be any more than 2 weeks. Councilor Badami stated it could be longer. Attorney Smith stated FMLA could be used for up to 12 weeks a year. This would be for any situation outside of FMLA.

The Board stated they had concerns regarding the following sections:

**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 two calendar weeks.

**Continuation of Benefits** – Benefits will not be affected for leaves of less than one month. An employee on an approved unpaid leave of absence of greater than one month may continue to be eligible for medical insurance coverage in accordance with COBRA. Disability benefits and accruals for leave benefits shall be suspended during an unpaid leave of absence of greater than one month.

The Board stated they did not want an employee's benefits to be affected if they were taking Family Medical Leave for over the one-month period as stated under the section of "Continuation of Benefits". And the also questioned the ambiguity of the two sections. "Conditions of Leave" stated there can only be two weeks allowed per year but then in the "Continuation of Benefits" section it applies to an unpaid leave of absence greater than one month.

Supervisor Aaron stated she would go back to the Town's human resource company for further clarification and have on the next agenda.

**Announcements/Correspondence/Updates**

▪*Comprehensive Plan Update:* Supervisor Aaron stated the draft updated Comprehensive Plan and Zoning had been sent to Planner Joel Russell, after his review it would be submitted to the Town Board.

▪*Hamlet Committee Meeting:* Supervisor Aaron announced the Town held a Hamlet Committee meeting for a presentation from Don Kwosnoski regarding a grant opportunity through Onondaga County for Hamlet planning and development. She stated there was a good turn out and the community was receptive to the planning opportunity. The committee will continue with the grant application and will report back to the Board.

▪*Town Hall Closed November 11, 2019 in observance of Veterans Day.*

▪*Town Hall Closed November 28<sup>th</sup> and 29<sup>th</sup> the Transfer Station will be closed November 28<sup>th</sup> for Thanksgiving.*

▪*Skaneateles Fire Department Thank You letter:* Supervisor Aaron announced a letter was received from Marty Lynn, Commissioned of the SVFD Field Days thanking the Board for their support of the 2019 Skaneateles Fire Department Labor Day Field Days.

▪*Dede Washington Note:* Supervisor Aaron announced a letter was received from Dede Washington thanking the Board for her certificate of recognition.

▪*Mottville Fire Department Banquet – December 7<sup>th</sup>:* Supervisor Aaron announced a letter was received from the Mottville Fire Department inviting the Board to their annual banquet on December 7<sup>th</sup>.

▪*Board of Assessment Review Letter of Interest – Ralph Pollack:* Supervisor Aaron announced a letter of interest was received from Ralph Pollack regarding his interest in the vacancy on the Board of Assessment Review. Interviews would be scheduled in the next few weeks.

**Public Comment:** Parks Director Sue Murphy thanked Budget Officer Bridgett Winkelman for all her help and hard work in preparing the 2020 budget.

*Resolution #19-199*

**Budget Amendments:** On a motion of Councilor Coville, seconded by Councilor Badami and with unanimous (5-0) affirmation of the Town Board the following budget amendment was approved:

General Fund

\$ 1,001.00	Increase	071404.01.004.55	Winter Rec. – Repair/Main.
\$ 1,001.00	Decrease	071104.01.004.51	Summ Rec.-C/E-Fields.
Cost associated with professional gutter cleaning			
\$ 75.00	Increase	051324.01.004.00	Garage – C/E
\$ 75.00	Decrease	019904.01.004.00	Contingency

Additional costs of Fire Extinguisher inspection

*Resolution #19-200*

**Abstract #19-21:** On a motion of Councilor Coville, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers #19-0821-19-0898 were authorized from the following funds:

General Fund:	\$ 45,794.78	Street Lgt.:	\$ 1,119.48
Highway:	\$ 10,609.57	Water:	\$ 366.17
Highway PT	\$ 15,340.47	Part Town	\$ 715.00
T & A	\$ 125.00		
<b>TOTAL:</b>	<b>\$276,184.67</b>		

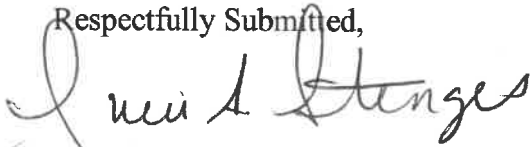
*Resolution #19-201*

**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 7:21 p.m. to discuss contract negotiations.

On a motion of Councilor Tucker, seconded by Councilor Badami the meeting was returned to open session at 8:00p.m. .

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 8:00 p.m.

Respectfully Submitted,



Julie A. Stenger  
Town Clerk

TOWN OF SKANEATELES  
NOTICE OF PUBLIC HEARING ON THE  
PRELIMINARY BUDGET OF THE TOWN OF SKANEATELES  
FOR THE YEAR OF 2020

NOTICE IS HEREBY GIVEN that the preliminary budget of the Town of Skaneateles for the fiscal year beginning 2020 has been completed and filed in the office of the Town Clerk of the Town of Skaneateles, 24 Jordan Street, Skaneateles, NY 13152, where it is available for inspection by any interested person between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday or on the Town of Skaneateles website at <https://www.townofskaneateles.com/town-board/budget/>

The Town Board of the Town of Skaneateles shall hold a public hearing on said preliminary budget on Monday, November 4, 2019 at 7:00 p.m. at the Skaneateles Town Hall, 24 Jordan Street, Skaneateles, New York, showing such changes, alterations and revisions as shall have been made therein by the Town Board of the Town of Skaneateles. At such hearing, any person may be heard in favor of or against any item or items therein contained.

FURTHER NOTICE is given that pursuant to Real Property Tax Law Section 495, the Exemption report that shows total assessed value on the final assessment roll that was used in the budgetary process that is exempt from taxation is on file with the 2020 Preliminary Budget.

The following are the proposed 2020 salaries of certain Town Officers of the Town of Skaneateles:

Supervisor	\$ 30,000.00
Deputy Supervisor	\$ 2,308.00
Councilors (4)	\$ 6,000.00
Town Clerk	\$ 63,000.00
Highway Superintendent	\$ 73,000.00

Julie A. Stenger  
Town Clerk  
Town of Skaneateles

Dated: October 21, 2019



AFFIDAVIT OF PUBLICATION  
State of New York  
County of Onondaga }SS.:

Shannon Christian being duly sworn that she resides in the Town of Westport, County of Essex, New York and that she is the Agent of the PRESS OBSERVER a weekly newspaper published at Skaneateles in the County of Onondaga, and that the notice, a printed copy of which is hereto attached, was printed in said PRESS OBSERVER on the following dates:

10/30/2019

Signed this 31st day of October , 2019

Shannon Christian  
Agent

Sworn to before me this 31st day of October , 2019

Tricia M Hood  
Notary Public

Tricia M. Hood  
Notary Public, State of New York  
No.  
Qualified in Essex County

Commission Expires 06/16/2022  
231825

LEGALS

TOWN OF  
SKANEATELES  
NOTICE OF PUBLIC  
HEARING ON THE  
PRELIMINARY BUDGET  
OF THE TOWN OF  
SKANEATELES

FOR THE YEAR OF 2020  
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The Town Board of the Town of Skaneateles shall hold a public hearing on said preliminary budget on Monday, November 4, 2019 at 6:44 p.m. at the Skaneateles Town Hall, 24 Jordan Street, Skaneateles, New York, showing such changes, alterations and revisions as shall have been made therein by the Town Board of the Town of Skaneateles. At such hearing, any person may be heard in favor of or against any item or items therein contained. FURTHER NOTICE is given that pursuant to Real Property Tax Law Section 495, the Exemption report that shows total assessed value on the final assessment roll that was used in the budgetary process that is exempt from taxation Preliminary Budget. The following are the proposed 2020 salaries of certain Town Officers of the Town of Skaneateles:  
Supervisor \$ 30,000.00  
Deputy Supervisor \$ 2,308.00  
Councilors (4) \$ 6,000.00  
Town Clerk \$ 63,000.00  
Highway Superintendent \$ 73,000.00  
Julie A. Stenger  
Town Clerk  
Town of Skaneateles  
Dated: October 21,  
2019  
PO-231825