

**Town Board Meeting
December 27, 2016
10:00 a.m.**

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

Also Present: Allan Wellington, Sue Murphy, Courtney Alexander, Charlene Jones, Hank Chapman, Holly, Gregg, Rob Howard, Steve White, Bridgett Winkelman, Alan Wright, Jim Stoddard, Jr.

Resolution #16-290

Minutes: On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the minutes of December 5, 2016 were accepted as presented.

Public Comment:

▪*Courtney Alexander* expressed concern about changes to the Parks liaison and the lines of communication between the Town and the Nursery School. She said the Nursery School is so grateful to Councilor Brace and her expertise. She is sure the Nursery School request would never have left the ground without her and they are greatly indebted to her. She said they think very highly of Councilor Badami as he is a member of the Nursery School and would also love to work with him. She expressed a need to keep lines of communication open and transparency. She requested that formal lines of communication be developed and that meetings be scheduled such as a mid-year review between the Nursery School and the Town.

▪*Holly Gregg* said that one of the things he has learned over the years is that you have to run government like a business. The various talents, skills and experience of a Board should combine with their responsibilities on the Board. An experienced architect like Councilor Brace should be a great advantage to the Board. He said you go where the skills are instead of away from them. He said it is puzzling that these talents are not being considered. He thanked Councilor Brace for the great work she has done on the Board.

▪*Rob Howard* said at the last meeting he asked what the cost was to the Town on the Article 78 defense. He still has not received that information. He believes it was money well spent and the Town was well represented by Brody Smith. He said that the best thing was bringing in Joel Russell. He said Mr. Greenfield was against the Comprehensive Plan and participated in the Article 78 and he believes that is a disqualifier for him being considered for the Zoning Board position because he was an active participant in the litigation while he was on the Town Board.

▪*Steve White:* Said it is time for a change on the Planning Board. He said the Town does not want development of farms and encourages conservation easements and he believes the farmers want the ability to sell their farms. In the long run a few farmers could get richer at the expense of the rest of Town. In addition the large farms employ a lot of workers and if they are developed these workers will lose their jobs.

▪ *Holly Gregg* said that no one is more committed to the Ag community than he is and CPCS. He wants property preserved and he commends Mark Tucker for his 23 year commitment. But there is a reason for term limits and over the years a person's point of view could become stale. He said change is worth considering for the Chair position.

Planning and Zoning Board Appointments: Supervisor Lanning said there were two applicants to the Planning Board; Mark Tucker and Anne Redmond. Jim Greenfield was the only applicant for the Zoning Board vacancy. He said he had contacted the Association of Towns and they said an alternate could be created by the Board and one person could be appointed for both the Planning & Zoning Board.

Councilor Badami said he interviewed all candidates. He commended Mark Tucker for his long time value, dedication, experience and compassion on the Planning Board. He said it is a thankless job and requires several hours a month. He said it is a struggle to get people to volunteer. But fresh ideas and perspectives is preferred to over overstaying a position. He said it is important that a Board have fresh perspectives and ideas. He said Anne Redmond has a Master's degree in Urban Planning. She served on the East Aurora Planning Board for three years and worked with several consulting firms specializing in community development and revitalization, economic redevelopment, zoning analyses and updates, regulatory compliance and community participation and engagement strategies. While employed at Bergmann Associates she worked on comprehensive planning for several communities across NYS. She brings a new face and perspective and checks off all the boxes of what the Board should be looking for.

Councilor Brace said she was very impressed with Ms. Redmond as well.

Supervisor Lanning said that Anne Redmond was young, energetic and somewhat new to the community. He said an Ag representative is strongly recommended but not a requirement. He noted that farmers own 80% of the property in the Town and few farmers put their property into a Conservation Easement but Mark Tucker has. He said Mark would still like to serve in any capacity and thanked him for his 23 years of service. He is a true protector of Skaneateles.

Councilor Coville said Mark has been a very big asset and has been accustomed to dealing with the fractious environment. He talked to Mark who also told him he would like to serve in any capacity. He talked to Jim Greenfield as well who was fine if the Board decided to place Mark on the Zoning Board.

Councilor Howard said that Anne Redmond was a Stinson who grew up here as did generations of her family. She also said she was impressed with her many qualifications. She said that she admires Mark Tucker as well and attended seminars with him at Cornell.

The Town Board agreed that they would update the draft annual resolution to reflect appointing Mark Tucker to the Zoning Board of Appeals and Anne Redmond to the Planning Board. The Chair position will be decided at the January 5, 2017 meeting.

Resolution #16-291

2017 Annual Resolution: Councilor Brace said she took exception to the fact that the Supervisor removed her as liaison to the Parks Department and put Councilor Badami as liaison without any explanation. She discussed this with Councilor Badami, who said he did not know why it was changed but he was fine if it stayed with her.

Councilor Howard said that Councilor Brace should remain as Parks liaison where her expertise could be used for many things such as the future Sims Building project.

Supervisor Lanning said a new position has been added with a \$1,000 a year stipend. That position is a Veterans Coordinator. A person has not been named but he is looking for a local person to network with various agencies to find services that may be needed by our veterans. He spoke with the Legion and they are very excited about this position.

Clerk Aaron said that Bridgett Winkelman had pointed out that the retiree's insurance contribution should be 15% not 10%.

On a motion of Councilor Badami, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board the 2017 Annual Resolution was adopted with changes as followed: (1) Change the retiree insurance contribution to 15%; (2) Change the liaison to the Parks Department from Councilor Badami to Councilor Brace; (3) Add \$1,000 yearly stipend for the Veteran Coordinator.

Resolution #16-292

Insurance Bids: Councilor Badami said there is a considerable difference in the bid. Over \$9,000 difference and the Board needs to be fiscally responsible.

Bridgett Winkelman said that she believes some things were not included such as safety and mandatory trainings that they currently receive through NYMIR. NYMIR also does appraisals of our buildings in order to protect the correct value. She said she read both comparisons and said it is not exactly apples to apples.

Hank Chapman, Risk Management Advisor from Haylor, Freyer & Coon (HF&C), said that Patrick Salvador is Director of Risk Management Consulting and would be doing a needs assessment for the Town to determine training needs. Training services such as Workplace Violence and Sexual Harrassment are available without additional cost. They will also evaluate the value of buildings.

Supervisor Lanning said that HF&C indicated that insurance costs have been declining over the last 5-10 years. He said the Town's rates have not reflected a decline with NYMIR and suggested that the Town should go out to bid for their insurance every year.

Mr. Chapman said they have 100 municipalities in NYS and 13 of the 19 Towns in Onondaga County plus the City of Syracuse and Onondaga County. He believes competition will always get the best price and you get the best deal if you bid every year.

Alan Wright from Eastern Shore Insurance said that they have not seen the reductions in municipal insurance but have found the rates to be stable. They have 85 employees in 8 locations and partner with NYMIR. In order to access NYMIR you have to go through Eastern Shore. The Town of Skaneateles is currently paying less than when they joined 19 years ago. He is sorry Bill Street, the Town's policy representative could not be here but he is on vacation in Florida and Mr. Wright was called at the last minute when they found out the meeting was today. He said NYMIR only writes municipal insurance. They are a non-profit. They insure 65% of the municipalities and they have 99% retention. It is a premier insurance company where proceeds are distributed back to the subscribers. Rates are set by a Board of Directors and the Directors are made up of municipal officials.

Bridgett Winkelman said that the Governor just signed legislation where excess profits can be given back to subscribers.

Hank Chapman said that their bid included two options; Trident or Houston have a dedicated public entity unit, a dedicated claims unit and a claims manager. They are all good companies that can do the job. The 20% cost difference is significant enough but he knows that these companies will effectively represent the Town. He said they match or in some cases exceed the RFP document.

Councilor Howard asked for the opinions of Clerk Aaron and Budget Office Winkelman. Clerk Aaron said that she has 19 years of experience with Eastern Shore and they have guided the Town through some pretty large and complicated claims. They have always been there for the Town and offered great support and she would hate to lose them. She has heard good things about HF&C and knows that the price difference is hard to walk away from.

Bridgett Winkelman said that you never understand the true difference in policies until a claim is submitted. Services are important. She said everyone knows she watches every dollar but questioned if we are giving up something worth more than the savings in money.

Attorney Smith said that for professional services the Town is not bound to take the lowest bid but in the spirit of the Town's procurement policy there should be a reason if the Town doesn't. He is familiar with NYMIR and Trident and he said you will never have exactly the same insurance. He said both policies are adequate and not deficient in any way.

Supervisor Lanning said he has only been Supervisor for less than a year but a claim that was submitted to NYMIR this year did not go well and it cost the Town a significant amount of money. Councilor Badami agreed and said that with the savings and with Attorney Brody's advice he is willing to try a new agency and to bid again next year.

On a motion of Councilor Badami, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board the bid was awarded to Haylor, Freyer and Coon, Inc., option #2 with Houston Casualty Company in the amount of \$39,976.49.

Resolution #16-293

Fire Department Memorandum of Understanding Agreement: Supervisor Lanning said that the Town Board will be doing renovations to the Austin Pavilion. Some of the users, including

the Fire Department are nervous and concerned about the events they hold at the Pavilion. Supervisor Lanning said it has always been the intent of the Board to continue to allow community events at the Pavilion and this memorandum solidifies that for the fire department.

Councilor Brace recommended changing the language under “other events” to add that notice must be made to the Parks Manager and the Town Board and with the recommendation of the Parks Manager, approval from the Town Board.

Courtney Alexander said that communication is important and she wishes she had known about this memorandum. She said she wished the Nursery School could have had a meeting with the fire department so that issues can be avoided in the future.

Supervisor Lanning said you have my word that the Nursery School will be involved in any discussions with the Fire Department on their events.

Courtney Alexander questioned how will the Nursery School be notified in the future. Councilor Brace said she will try to do a better job of communicating.

Attorney Smith said there is no reason why the Nursery School can't reach out to the Fire Department or the Parks Manager or the Town Liaison. He said he is always available for anything the Nursery School may need. He said he is happy to facilitate a meeting between the parties.

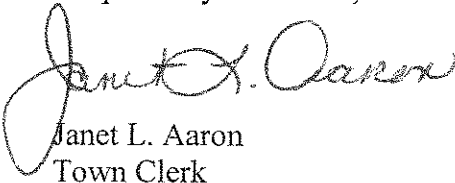
- Councilor Brace made a motion, seconded by Councilor Coville to approve the October 12, 2016 Memorandum of Understanding with the Skaneateles Fire Department with the following amendment under “Other Events” to read that “the SVFD will provide as much notice as possible to the Parks Manager and Town Board, when requesting the Pavilion for these unforeseen events, and approval must be obtained by the Town Board”. And that “Lobby area needed for Labor Day, Casino Night and other events is subject to the Park Department and the Town Board approval.”

Public Comment:

▪ *Steve White* congratulated the Town Board for working together. He said all five Board members work hard to accommodate requests. This meeting has been an eye opener. He commended Bridgett Winkelman and Sue Murphy for the job they do.

Meeting adjourned at 11:40 a.m.

Respectfully submitted,



Janet L. Aaron
Town Clerk

TO: Supervisor Jim Lanning and Town Board
FROM: Skaneateles Volunteer Fire Department
DATE: October 12, 2016 : delivered to Town 11/2 via President Perkins

RE: Required Use of Austin Park Pavilion and Austin Park

With the impending transfer of Austin Park from the Village of Skaneateles to the Town of Skaneateles, the Skaneateles Volunteer Fire Department (SVFD) needs to ensure a seamless transition, and secure its ability to continue the tradition of the successful Labor Day Field Days, Casino Night, and other of-kind events at this location. We request that a written understanding particularizing our needs be part of any license or lease agreement with any tenant or sub-tenant.

Here is the access and the items the SVFD requires:

Timing:

Labor Day Field Days : Use of the Pavilion, Park and parking area at least ten (10) days prior to Labor Day, and seven (7) days after Labor Day. At this time it is anticipated that the Labor Day Field Days will continue for Saturday and Sunday of Labor Day weekend. If the Labor Day dates change, notice will be given to the Village and Town of Skaneateles by January 31st of the year of the event.

Casino Night : Use of the Pavilion and the parking area, at least three (3) days prior to Casino Night and two (2) days after. Notice will be given to the Village and Town of Skaneateles no later than January 31st each year for the date of Casino Night.

Other Events : From time to time the SVFD is requested to sponsor events such as providing dinner for the Bon Ton Roulet participants. The SVFD will provide as much notice as possible to the Town of Skaneateles Parks Department and Town Board when requesting the Pavilion for these unforeseen events, subject to the Parks Department and Town Board Approval.

Austin Park Grounds Requirements:

- Access to the paved parking area around Austin Park Pavilion for the events mentioned above (amusement rides set-up, set-up of equipment, etc.)
- Outside access to a water connection on the southwest side of the building where the outdoor cooking occurs
- Access to the existing barbecue pit (with it remaining in its current state)
- Access for public parking in the Austin Park Fields between the tennis courts, basketball courts and Austin Park Pavilion on Saturday and Sunday of Labor Day weekend

- Access to the Austin Park Field for the Antique Car Show on Saturday and Sunday of the Labor Day event
- Access to the area where the fireworks have been traditionally set off (north side of Austin Park)

Austin Park Pavilion General Requirements for All Events :

- Ingress/egress from at least 4 locations within the Pavilion to satisfy safety requirements and liquor license requirements
- An ingress/egress at the south west side of the building large enough to move equipment in and out – see #1 on Exhibit A (outside cooking area)
- An ingress/egress large enough to allow a truck to move equipment into the main area of the pavilion preferably at the north end of the pavilion
- Access to the kitchen providing sinks, hot water, prep space. Kitchen must continue to have ingress/egress to main pavilion eating area and outside cooking area
- Access to electrical outlets/wiring in current locations as is, or as may be enhanced. This is needed to accommodate refrigerators/freezers/cash registers/musical equipment, lighting, etc. the SVFD brings in for the events
- Access to the full lobby area . If benches and tables with chairs attached will not be available to place supplies on please give SVFD at least 4 months notification so alternate accommodations can be made. Lobby area needed for Labor Day, Casino Night and other events subject to the Park Department and the Town Board approval.
- Use of the properly maintained public restrooms including supplies
- If the drain for the zamboni remains, a cover for it is required before set-up of the Field Days

NOTE: At this time no access is needed to the classroom area that the Skaneateles Nursery School currently uses.

Future Changes to Austin Park Pavilion:

The SVFD would request to be included in the planning and approval of any changes hereafter to the Austin Park Pavilion and the surrounding property. This includes modifications to lighting, flooring, parking, electrical access and ingress/egress.

The SVFD encourages the Town of Skaneateles and Recreation Department to include all user groups as it shapes the future of this facility. We expect others will have the same requests as in this memo. The SVFD has a long standing tradition of hosting events at this location. These events raise much needed funds for the SVFD and minimize extraordinary funding requests to the Village and Town.

We appreciate your willingness and cooperation in working with the SVFD now and in the future. We would request a meeting with appropriate representatives to confirm that our needs will be preserved and documented.

Respectfully Submitted,

Dick Perkins
President
On behalf of the Skaneateles Volunteer Fire Department

c c: Mayor Marty Hubbard

TO: Supervisor Jim Lanning and Town Board
FROM: Skaneateles Volunteer Fire Department
DATE: October 12, 2016 : delivered to Town 11/2 via President Perkins

RE: Required Use of Austin Park Pavilion and Austin Park

With the impending transfer of Austin Park from the Village of Skaneateles to the Town of Skaneateles, the Skaneateles Volunteer Fire Department (SVFD) needs to ensure a seamless transition, and secure its ability to continue the tradition of the successful Labor Day Field Days, Casino Night, and other of-kind events at this location. We request that a written understanding particularizing our needs be part of any license or lease agreement with any tenant or sub-tenant.

Here is the access and the items the SVFD requires:

Timing:

Labor Day Field Days : Use of the Pavilion, Park and parking area at least ten (10) days prior to Labor Day, and seven (7) days after Labor Day. At this time it is anticipated that the Labor Day Field Days will continue for Saturday and Sunday of Labor Day weekend. If the Labor Day dates change, notice will be given to the Village and Town of Skaneateles by January 31st of the year of the event.

Casino Night : Use of the Pavilion and the parking area, at least three (3) days prior to Casino Night and two (2) days after. Notice will be given to the Village and Town of Skaneateles no later than January 31st each year for the date of Casino Night.

Other Events : From time to time the SVFD is requested to sponsor events such as providing dinner for the Bon Ton Roulet participants. The SVFD will provide as much notice as possible to the Town of Skaneateles Parks Department and Town Board when requesting the Pavilion for these unforeseen events, subject to the Parks Department and Town Board Approval.

Austin Park Grounds Requirements:

- Access to the paved parking area around Austin Park Pavilion for the events mentioned above (amusement rides set-up, set-up of equipment, etc.)
- Outside access to a water connection on the southwest side of the building where the outdoor cooking occurs
- Access to the existing barbecue pit (with it remaining in its current state)
- Access for public parking in the Austin Park Fields between the tennis courts, basketball courts and Austin Park Pavilion on Saturday and Sunday of Labor Day weekend

- Access to the Austin Park Field for the Antique Car Show on Saturday and Sunday of the Labor Day event
- Access to the area where the fireworks have been traditionally set off (north side of Austin Park)

Austin Park Pavilion General Requirements for All Events :

- Ingress/egress from at least 4 locations within the Pavilion to satisfy safety requirements and liquor license requirements
- An ingress/egress at the south west side of the building large enough to move equipment in and out – see #1 on Exhibit A (outside cooking area)
- An ingress/egress large enough to allow a truck to move equipment into the main area of the pavilion preferably at the north end of the pavilion
- Access to the kitchen providing sinks, hot water, prep space. Kitchen must continue to have ingress/egress to main pavilion eating area and outside cooking area
- Access to electrical outlets/wiring in current locations as is, or as may be enhanced. This is needed to accommodate refrigerators/freezers/cash registers/musical equipment, lighting, etc. the SVFD brings in for the events
- Access to the full lobby area . If benches and tables with chairs attached will not be available to place supplies on please give SVFD at least 4 months notification so alternate accommodations can be made. Lobby area needed for Labor Day, Casino Night and other events subject to the Park Department and the Town Board approval.
- Use of the properly maintained public restrooms including supplies
- If the drain for the zamboni remains, a cover for it is required before set-up of the Field Days

NOTE: At this time no access is needed to the classroom area that the Skaneateles Nursery School currently uses.

Future Changes to Austin Park Pavilion:

The SVFD would request to be included in the planning and approval of any changes hereafter to the Austin Park Pavilion and the surrounding property. This includes modifications to lighting, flooring, parking, electrical access and ingress/egress.

The SVFD encourages the Town of Skaneateles and Recreation Department to include all user groups as it shapes the future of this facility. We expect others will have the same requests as in this memo. The SVFD has a long standing tradition of hosting events at this location. These events raise much needed funds for the SVFD and minimize extraordinary funding requests to the Village and Town.

We appreciate your willingness and cooperation in working with the SVFD now and in the future. We would request a meeting with appropriate representatives to confirm that our needs will be preserved and documented.

Respectfully Submitted,

Dick Perkins
President
On behalf of the Skaneateles Volunteer Fire Department

c c: Mayor Marty Hubbard