

Town Board Meeting

July 24, 2023

5:00 p.m.

ZOOM meeting id#: 875 1360 3477 Password: 013620

Present: Supervisor Aaron, Councilor Alexander, Councilor Tucker, Councilor Legg, Councilor Dove.

5:00 p.m.-Executive Session/Interview: On a motion of Councilor Dove, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to attorney advice at 5:00 p.m.

On a motion of Councilor Alexander, seconded by Councilor Dove and with unanimous (5-0) affirmation of the Town Board, the Town Board ended attorney advice and opened the public meeting at 6:30 p.m.

6:30 p.m. Attorney Smith arrived.

Also, Present: Ken Kaufman

Also, Present (via Zoom): Brian Buff, Sue Murphy, Jason Gabak (Skaneateles Press), Lori Milne, Keri Fey, Bob Slivinski (Syracuse Innovations Group).

Minutes July 10, 2023: On a motion of Councilor Alexander, seconded by Councilor Legg, and with a (5-0) affirmation of the Town Board, the minutes of June 5, 2023, were accepted as presented.

Budget Amendments: None

Abstract #23-13: On a motion of Councilor Dove, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board vouchers #22-0864 - #22-0951 were authorized from the following funds:

General Fund:	\$ 78,169.30	Highway:	\$ 9,828.93
Water:	\$ 5,940.69	Part Town:	\$ 4,652.48
T&A:	\$ 1,536.38	Highway PT:	\$ 22,081.48
Sewer:	\$ 354.65		

TOTAL: \$ 122,563.91

Conservation Area – Guppy Falls Stair Project: Councilor Alexander reported to the Board the stairs at Guppy Falls in the Skaneateles Conservation Area have deteriorated and had become unsafe and needed to be replaced. The Conservation Committee had repaired them over time but

now they need to be completely replaced. The Town had previously gone out to bid twice. The bid openings were held February 3, 2023, and March 20, 2023. At the February 3rd opening no bids were received and at the March 20th opening one bid was received from Barber Welding. The bid was for \$60,000 plus and an additional \$10,800 with the prevailing wage requirement. This would be for both sets of stairs.

Councilor Alexander reported this bid was a lot more money than the committee had planned on. Ken Kaufman, member of the Conservation Committee, has been doing a lot of legwork to get a better quote. He had been working with Great Northern Docks that had received a very reasonable proposal. The proposal was for two sets of stairs at two separate locations on the property.

One set of stairs would be \$22,542.08 and the other location would be \$9,958.55 and the quote for delivery and installation is \$7,200.

Councilor Alexander stated this is an extremely reasonable proposal. She stated this proposal was sent out late to the Board today, but she had hoped the Board had a chance to review since this is a safety hazard at the Conservation Area and needed to be replaced as soon as possible.

Ken Kaufman stated this is a very reasonable quote and Northern Docks and would be able to install the stairways in the Fall and they really needed to be replaced before winter.

Councilor Dove asked if they had asked any local companies. Mr. Kaufman stated they had asked local companies, and no one had submitted a quote.

Councilor Alexander recommended the Board go forward with this proposal with Northern Docks. The committee felt very strongly that we cannot go through another winter like this and that if we decided this is not something we want to do, we will have to close the trail entrance at that time.

Supervisor Aaron asked if the stairs would be in the same location, or would they be located differently?

Councilor Alexander stated they would be at a different angle, but very similar to the current stairway.

Supervisor Aaron asked Attorney Smith if this would meet our legal requirements? Attorney Smith stated this would be considered two projects, because they are separate, they are not one staircase. If they were one project, there is a state threshold where we have to follow the state's policy, which requires us to put out bid specs, advertise for bids, get sealed bids, open all the sealed bids together if it was one project and it was over \$35,000, then we would have to do that. But if it is two projects, which these are two separate stairs that are not connected, it would be two different projects. Then you would just be subject to the town procurement policy.

Supervisor Aaron asked since it would be considered an emergency due to the safety of the stairs would we follow the Town procurement policy. Attorney Smith stated it is his opinion that the Town had satisfied their Procurement Policy by the multiple attempts to have quotes submitted and had received two proposals.

Supervisor Aaron asked Budget Officer Fey if there was enough money to do this project in the conservation area budget. She stated there are some funds in the general conservation area accounts and the rest would have to come out of reserves. There would be enough in the parks general reserve fund, which would be subject to the permissive referendum requirements of Town Law.

Councilor Alexander stated she believed they had put \$35,000 into reserves for this project. Budget Officer Fey stated there would be money in the general parks reserve fund that could be used. With the \$35,000 and the \$6,000 budgeted in the contingency fund.

Councilor Alexander reviewed the two project costs: \$27,141 and \$14,039. These each had \$1,000 added to the proposal for a contingency.

Councilor Legg asked if the posts were steel, and if the steps were aluminum in the proposal? Mr. Kaufman stated the steps are a polycarbonate material and they are perforated for drainage and the structure is aluminum.

Councilor Alexander stated the committee liked the natural look of the current steps, but they did not hold up over the years and had created a safety issue. This would be a long-term solution.

On a motion of Councilor Alexander, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board, the Board accepted the quote from Northern Docks for two projects at the Town of Skaneateles Guppy Falls, one stair project in the amount of \$27,142 and a second stair project in the amount of \$14,639.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Clerk was instructed to advertise to transfer \$35,000 from the following fund subject to the permissive referendum requirements of Town Law: General Recreation Reserve Fund for replacement of the two sets of stairs at Guppy Falls in the Town of Skaneateles Conservation Area.

Cyber Security Policy: Supervisor Aaron stated Councilor Dove, Clerk Stenger and Bob Slivinski of Syracuse Innovations Group had been working on updating the 2017 Town of Skaneateles Cyber Security Policy.

Supervisor Aaron reviewed the new social media policy. Social media is very popular lately and we do not want to have any misinformation out there. She encouraged residents to call or email us at the Town Hall.

Councilor Dove stated Bob Slivinski, Supervisor Aaron, Clerk Stenger and herself had worked together to make changes and update the Town's current Cyber Security Policy. This document has been submitted to the Board for their review.

Councilor Dove stated she would like to get the policy out to all the department heads and at the next safety meeting, review the social media and internet policies. She highlighted that the Town's backup systems were in place and were 100% complete. They had talked to Syracuse Innovations Group about doing training with the departments on internet usage and what to be aware of regarding cyber security. She also reviewed the section on two-factor authentication and that would be implemented in all departments.

Bob Slivinski, Syracuse Innovations Group reviewed the reporting and updates to the Cyber Security Policy; regarding cloud backups, two-factor authentication, and the new Information Technology SharePoint page. He stated he had been working with the Planning and Zoning Boards on tablets and SharePoint sites. They will be using a SharePoint site like the Town Board for their meetings and documents.

Councilor Dove asked if the Board had reviewed the document for approval. The Board agreed it was an excellent update and would agree to approve the 2023 Town of Skaneateles Cyber Security Policy as presented.

Councilor Alexander stated as a reminder to all the Town of Skaneateles Facebook page is used only has a one-way source of information.

Councilor Legg asked about penetration testing. Penetration testing is test emails sent to employees for training purposes to see if they will open a suspicious email. Mr. Slivinski stated that could be done with an outside company, but it can be expensive.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Town Board approved the 2023 Town of Skaneateles Cyber Security Policy as presented.

Standard Workday Resolution: Supervisor Aaron reviewed with the Board the New York State Retirement System's Standard Workday reporting requirement for elected officials and those appointed who do not keep a weekly timesheet. This is how the NYS Retirement System calculates the hours for elected and appointed officials that are credited to their retirement.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the Standard Workday & Reporting Resolution for Elected and Appointed Officials dated July 24, 2023, was approved as presented.

RFQ for Engineering - Water System Improvements NYS EFC Project #19100: Supervisor Aaron stated the Town had sent out a request for qualification for engineering services for the

Town of Skaneateles Water System Improvement Project. This was a requirement of the New York State Environmental Facilities Corporation Grant the Town received in the amount of \$4.4 million. We sent out requests to 15 different engineering firms and C&S Engineers was the only firm that submitted their qualifications. Environmental Facilities Corporation required that a committee be appointed by the Town Board consisting of at least three elected officials. The Town Board appointed Councilor Legg, Councilor Alexander and Councilor Tucker as well as Engineer Miranda Robinson and Town Attorney Brody Smith.

Councilor Legg reported the committee had interviewed John Camp of C& S Engineering. Mr. Camp reviewed the proposal submitted to the Town of Skaneateles. Councilor Legg stated the committee was very pleased with the proposal and Engineer John Camp's qualifications and history with the Town. C& S Engineering had been the Town Engineer since the 1970's and worked on this project since the 1990's. They discussed the projects C& S had done in other municipalities similar to this water improvement project.

Councilor Legg discussed the preliminary work C&S would be doing for the grant the Town had received. They would also be coordinating with the Village. This project is to meet the requirements that Onondaga County Health Depart had stated the Town is in violation for lack of water capacity. This tank would bring the Town water system into compliance and assist with fire protection in the Town and the Village. C&S Engineering would facility all this in conjunction with the Village and the Health Department.

Councilor Legg stated the committee is confident with the proposal from C&S Engineering and would like to recommend to the Board they be the Town's engineers on the Town of Skaneateles Water System Improvement Project.

On a motion of Councilor Legg, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board accepted the following:

WHEREAS, The Town of Skaneateles has completed and complied with the Procurement Policy of the NYS Environmental Facilities Corporation for the Town of Skaneateles Water System Improvements Project Number 19100, as defined in 40 U.S.C.120. The Town Board authorizes Supervisor Janet Aaron to sign the Environmental Facilities Corporation Certification for Architectural/ Engineering Services Procurement Document.

WHEREAS, The Town Board authorizes C&S Engineers to provide Engineering Services for the Design, Contract Documents, and Construction Management for the New York State Environmental Facilities Town of Skaneateles Water System Improvement Project, Project Number 19100.

August – December Town Board Meeting Schedule: Supervisor Aaron reviewed the Town Board meeting calendar and changes that would have to be made due to holidays.

August 7th and 21st
September 11th and 25th
October 16th and 30th (Budget Public Hearing)
November 20th
December 4th and 18th

On a motion of Councilor Alexander, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board accepted Town Board meeting schedule August 2023-December 2023 as presented.

Announcements/Correspondence/Updates

- *Committee Updates:* Councilor Legg updated the Board on the Hamlet Committee. The last meeting had a good turnout of residents from Mottville and Skaneateles Falls. EDR had presented the committee with feedback and one subject was to protect the Skaneateles Creek and review the Solar Code, traffic calming, bicyclists, and pedestrians. They reviewed the existing Nature Trail and the regulation of no motorized vehicles. They mentioned the use of electric bikes on the trail. No one thought this was a problem but it might want to be looked at in the future. They reviewed some of the proposals for traffic calming in Mottville and Skaneateles Falls, with signage and narrowing the roadway. There were positive comments about the trail and sidewalks.

He stated there was a discussion about encouraging lower cost housing by the public and expanding the Hamlets to allow for smaller size lots to lower the housing costs. The Town does not have an affordable housing committee and it was suggested the Board should consider a committee for affordable housing.

Supervisor Aaron stated this was a highly informative meeting with EDR and the Hamlet Committee. She also stated affordable housing is a difficult subject and there is no control over the cost of building. The Board discussed that the market controlled what properties are selling for and we cannot do anything about that.

Attorney Smith stated one thing an affordable housing committee could do would be to monitor State regulations. Supervisor Aaron and the Board agreed.

The Board agreed to consider an Affordable Housing Committee on the 2024 Annual Resolution.

Councilor Tucker reported on the Shoreline Committee. Howard Brodsky and Karen Barkdull had met with the Onondaga County Sheriff's regarding moorings, and they were recommending some changes to the committee, after their changes to the Shoreline Regulations it would be presented to the Town Board.

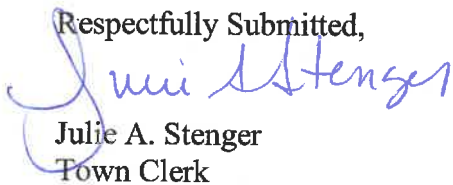
- *Stargazing Event:* Supervisor Aaron announced there would a star gazing event at Austin Park on July 28th at 9:00 p.m.

- *Town Hall Survey*: Supervisor Aaron announced Paul Olszewski had completed the Town Hall survey. They would now be ready to work with Bob Eggleston on the Village permits, that would be necessary.
- *NYMIR 2022 Annual Report*: Supervisor Aaron announced the Town was in receipt of the 2022 NYMIR Annual Report.

Public Comment: No Comments.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,



Julie A. Stenger
Town Clerk

WHEREAS, The Town of Skaneateles has completed and complied with the Procurement Policy of the NYS Environmental Facilities Corporation for the Town of Skaneateles Water System Improvements Project Number 19100, as defined in 40 U.S.C.120. The Town Board authorizes Supervisor Janet Aaron to sign the Environmental Facilities Corporation Certification for Architectural/ Engineering Services Procurement Document.

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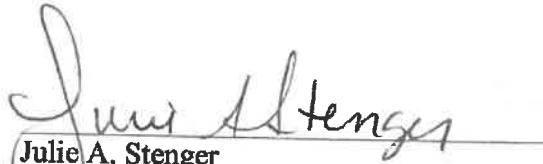
CERTIFICATION

I hereby certify that at a meeting of the Town Board of the Town of Skaneateles, Skaneateles, New York on July 24, 2023 the foregoing Resolution was duly moved by Councilor Alexander and seconded by Councilor Legg, a quorum of four members of the five-member Board being present, and each voted on the Resolution as follows:

Supervisor Janet Aaron	Aye
Councilor Mark Tucker	Aye
Councilor Courtney Alexander	Aye
Councilor Christopher Legg	Aye
Councilor Susan Dove	Aye

The Resolution was, therefore, duly adopted.

Dated: July 24, 2023


Julie A. Stenger
Town Clerk