

**Town Board Meeting**  
**May 1, 2014**  
**6:30 p.m.**

**Present:** Supervisor Sennett, Councilor Greenfield, Councilor Murray, Councilor Brace, Councilor Howard, Attorney Taylor.

**Also Present:** Allan Wellington, Russ DeForest, Kevin Beverine, Bill Pavlus, Joe Genco (Skaneateles Press), Jonathan Monfiletto (Skaneateles Journal), Abby Lepak, Fran Murphy, Beth Batlle, Sue Murphy, Julie Stenger.

*Resolution #14-73*

**Executive Session:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous affirmation (5-0) of the Town Board the meeting was adjourned to Executive Session at 6:30 p.m. to discuss matters related to, and leading to, the award and appointment of the contract relative to the Transfer Station and trash removal/recycling among the three bids received.

The meeting was returned to open session at 7:00 p.m.

**Department Reports**

▪*Highway, Transfer Station, Water:* Allan Wellington reported that they are doing repairs and maintenance and tree trimming. The snowplows have been removed. The Transfer Station is ready to grind the wood pile on May 6<sup>th</sup>. DeMarco is still removing mulch. Superintendent Wellington also met with haulers who were interested in bidding on the garbage/recycling removal. He reported that the Water Department finished capping off the reservoir, installed a new service and two water meters.

▪*Parks:* Sue Murphy reported that she met with the Village, School, Highway, Ballard Sports and baseball representatives twice regarding working together to have the drainage issue resolved. They hope to meet again next week to keep the project moving along. She finished up with the Playday Counselor and Lifeguard interviews. The Farmers Market starts on May 15<sup>th</sup> and Supervisor Sennett will be cutting the vine to open the 15<sup>th</sup> year of the Market. Baseball ceremonies will take place on Saturday at Austin Park and the Re-Market. She received many thanks from the School and Lakeshore Baseball for the use of the building for practicing when the weather was uncooperative. The netting is in and work will begin next week on installing it. Janet Aaron reported that Lakeshore Baseball was recognizing Sue Murphy and Gene LaForte for their Saturday ceremony.

▪*Codes, Planning & Zoning:* Councilor Brace read the 2014 department activity report showing 12 building permits issued, 10 inspections and 2 certificates of occupancy, 3 pre-application meetings, 1 ZBA denial, 1 variance application and 1 amendment/extension application for the month of April.

▪*Historian:* Beth Batlle said she has had eight research requests for groups interested in promoting tourism on Rt. 20. She received a response regarding her new recent newsletter article saying that they thought that Elizabeth Street was named after a person in their family. Ms. Batlle also gave some historic information about when the Town of Skaneateles separated from the Town of Marcellus and displayed a law book with the 1842 case law.

▪*Budget:* Bridgett Winkelman billed water district #3 and payroll #10 and audited the water accounts.

*Resolution #14-74*

**Minutes:** On a motion of Councilor Howard, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the minutes of April 17, 2014 were accepted as presented.

*Resolution #14-75*

**Welch-Allyn 5K & Fun Run August 2, 2014:** Abby Lepak, representing Welch Allyn reported to the Board that this is their 2<sup>nd</sup> annual 5K & Fun Run event. The first event was very well received with over 300 participants. They hope to have 500 this year. Everything is basically the same as last year. Upon town approval, the Sheriff's department will arrange police patrol of the course. They requested road closures for 1. Mottville Road between Rt. 321 and Jordan Road; 2. Jordan Road between Old Seneca and Mottville/Crow Hill Road and to reduce the following roads to one lane 1. Crow Hill Road, between Jordan and Mill Road; 2. Mill Road; 3. Old Seneca Turnpike between Mill Road/Fennell Street & Jordan Road; 4. O'Neil Road; 5. Frost Street. She said all road closures and land restrictions would be in place from 9:20 a.m. to 10:30 a.m. or after the last participant completes that section of road, whichever comes first. They plan to have direct communication with the residents along the route and will ask if they can have water stops along the way. Ms. Lepak said that this is a charitable event to benefit the Clear Path for Veterans organization. They raised \$8000 last year as Welch Allyn matched all donations.

Supervisor Sennett asked if SAVES and all Emergency Services had been contacted. Ms. Lepak said yes.

On a motion of Supervisor Sennett, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the Welch Allyn 5K & Fun Run on August 2, 2014 contingent on the Sherriff's coverage, and a certificate of insurance naming the Town as additional insured.

*Resolution #14-76*

**Authorize Summer Employees – Lifeguards & PlayDay Counselors:** On a motion of Councilor Murray, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board the following lifeguards and counselors were approved to be hired for the 2014 summer season.

Lifeguards 2014

James Carro, Jr.	John Dawley
Aleksander Debski	Katie Ganley
Dana Ganley	Stephen Hartnett
Elisabeth Holbein	Conlan McGuire
Cullen Newland	Mike Raymond
Jesse Rosebush	Keri Steves
Elise Tarolli	

Playday Counselors 2014

Mark Hogan, Senior Playday Head Counselor  
Alyssa Rottger, Regular Playday Head Counselor  
Carley LaFrance, Junior Playday Head Counselor

Maggie Benson      Michael Danaher

Joanna Dean                      Katy Delaney  
Olivia Gage                      Kevin Goetzmann  
Graham McCarthy              Shaun McConnaghy  
Cullen Newland                Kristen Pille  
Zachary Ross                    Tyler Strods  
Alex Teachout

*Resolution #14-77*

**Bids for Garbage & Recyclable Removal at Transfer Station:** Supervisor Sennett said that three bids were submitted. The bid packet required each bidder to break down their bid into four parts. The low bid for all four sections was WeCare Waste & Recycling, Jordan, NY. WeCare has been the hauler at the Transfer for the last three years.

Councilor Brace moved a resolution, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, to award the 3-year bid contract to WeCare Waste & Recycling, as follows:

Household Garbage Collection

Tipping Fee:                      \$35 year one    \$36 year two    \$36.50 year three  
Cost Per Haul:                    \$120

Recyclable Materials Collection Services

Rebate per Ton:                 \$ 5  
Cost per haul:                    \$75

Construction Debris Collection Services

Tipping Fee per Ton: \$ 33  
Cost per haul:                    \$115

Tire Removal Services

Tipping Fee per Ton: \$ 60  
Cost per Haul:                    \$115

subject to signing a 3-year contract, drafted by Attorney Taylor and providing a certificate of insurance naming the Town as additional insured.

**Needs Assessments Proposals:** Supervisor Sennett said that three architectural firms submitted proposals to look at co-locating with the Village at the Fennell Street property. All firms had local connections and municipal experience.

*Resolution #14-78*

**Authorize Panic Buttons at Outreach Office:** Supervisor Sennett said this addition to the Outreach Office was recommended to improve safety.

Councilor Howard made a motion, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board, Supervisor Sennett was authorized to sign the Herrtronics, Inc.

contract in the amount of \$500 for materials and labor and \$25 per month for 24 hour monitoring to add a panic button at the Outreach Office.

**Austin Pavilion Fees:** Supervisor Sennett said that there are many events such as the Rotary Father's Day Pancake Breakfast, the Methodist Church Antique Show and other fund raising events that use the Austin Pavilion. Many organizations have requested that the Town Board waive the fee. She said once the Pavilion is cleaned from the winter ice rentals there is really not a lot of expense to operate the facility. The Town Board is being asked to consider allowing charitable, religious and education events to use it at no charge, only requiring a refundable deposit to make sure the facility is left in the same condition as before the event. All services will be at additional cost including the support from any Town employees. Garbage will be the responsibility of the organization.

Sue Murphy requested that the Town Board table their decision to the next meeting as Gene Laforte may have some recommendations for the Town Board to consider on this.

Councilor Brace said that the deposit would be a good solution. Councilor Howard said that Attorney Taylor did a good job writing the new policy to consider. Supervisor Sennett said that fees in general all need to be looked at.

The decision on the Pavilion fees was tabled until May 15<sup>th</sup>.

**Bike Activity Event:** Councilor Brace reported that David Middleton from Sustainable Skaneateles submitted a proposal that would utilize the Austin Pavilion on Saturday June 7<sup>th</sup> from 8 a.m. to 2 p.m. for a bicycling event entitled "ReBike". This event will have a number of activities including a used bicycle/bicycle parts sale, a bicycle repair seminar and a rules of the road instructional event. Sustainable Skaneateles will handle the publicity for the event, organize the volunteers and set up and clean up the arena. The Town Board was in favor of this event and agreed that this would be great for residents young and old.

*Resolution #14-79*

**Constable Appointment:** Supervisor Sennett said that the Town currently has one Constable, Tom Adessa who primarily covers the security for the weekly Justice Court. This summer the Town wants more coverage at the NYS Boat Launch and the set up will be different then in the past. This year the NYSDEC and the Skaneateles Lake Association will provide one attendant at the water to check for vegetation in the boats. The Town will have one person at the road to determine when the lot is full and launch is closed. The Town wants the Constable presence on some busy weekends for control and to keep things orderly. The Town believes it will be necessary to have a second Constable available when Tom Adessa is on vacation. Mr. Adessa has recommended Charles F. Augello who is Captain with the Auburn Police Department and has over 36 years of experience. Captain Augello is the longest serving Captain with the Auburn Police Department and was the lead officer when President Obama visited Auburn.

On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, Charles F. Augello was authorized to be hired at a rate of \$18.36 per hour subject to receiving a background check, approval from Civil Service and from the NYS Division of Criminal Justice Services.

*Resolution #14-80*

**Skaneateles Volunteer Fire Department – Request To Waive Austin Pavilion Fee:**

Supervisor Sennett said the fire department is in a unique category when it comes time to consider waiving the fee for the Austin Pavilion, because they are under the Village of Skaneateles and contracted with the Town of Skaneateles for fire protection services. The Fire Department is requesting that the Town Board waive the fee for two events. Their Labor Day Field Days and the High Stake Raffle & Casino Event.

On a motion of Councilor Murray, seconded by Councilor Brace and with unanimous (5-0) affirmation of the Town Board, the fee for use of Austin Pavilion was waived for the Skaneateles Volunteer Fire Department for their August 2<sup>nd</sup> High State Raffle & Casino Event and for August 30<sup>th</sup> and August 31<sup>st</sup> for the Labor Day Annual Field Days.

**Announcements/Correspondence/Updates**

▪*Conservation Committee Meeting Update:* Councilor Murray reported that the Conservation Committee will be reducing the brush pile and leaving a smaller pile for a habitat. The Committee is against having bags and dispensers for dog waste at the Conservation Area. The policy is carry in and carry out and to keep any waste off the trails. Councilor Murray said that signs went up today explaining this.

▪*Western Gateway Update* – Councilor Murray said that Dan Powers, landscaper with NYSDOT will walk the site next week and will report back after he has decided on the change in trees.

▪*Garron P. Snyder Letter* – Supervisor Sennett noted receipt of a letter from Garron Snyder regarding the possible relocation of Town Hall.

▪*Bill Pavlus Letter* – Supervisor Sennett noted receipt of a letter from Bill Pavlus regarding the possible relocation of Town Hall.

▪*Greg McGee Wildflower Planting Project at Guppy Falls with the Garden Club:* Janet Aaron reported that when her Aunt Grace McKnight died money was donated to Guppy Falls to support enhancements to that area. As a child growing up at Pine Grove Dairy, Grace would walk back to Guppy Falls and always loved seeing the trilliums in bloom. Greg McGee, who is working with the Garden Club to expand the wildflower plantings at Guppy Falls, requested using some of the Grace funds to purchase small aluminum stakes, labels and colored pin flags. The fund currently has a balance of \$765. Janet Aaron aid that the Grace McKnight family would be very much in favor of any expenditure Greg McGee requested in order to enhance the beautiful wildflowers for all to enjoy. The Town Board supported this expenditure as well.

*Resolution #14-81*

▪*Emerald Ash Borer Meeting Update:* Supervisor Sennett reported that she held an Emerald Ash Borer meeting on Monday with Marcellus, Spafford, the Village of Skaneateles, Cornell Cooperative Extension and the DOT. One strong recommendation is to conduct a tree inventory on Town property and along the Town road right of ways. ESF inventoried the Village of Skaneateles. She contacted Cornell Cooperative Extension and ESF and was given the name of Fran Lawlor. Ms. Lawlor, who has an urban forestry degree did the Ash tree inventory for the Town of Dewitt. Each tree was given GPS coordinates which can connect to the Onondaga County system. She has said that she could do the 40 miles of roads in the Town for \$1,500. This can be taken from the contingency fund. Supervisor Sennett plans on holding an informational meeting on this in June.

On a motion of Councilor Brace, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, Fran Lawlor was authorized to inventory ash trees on all Town Roads at a cost not to exceed \$1500.

▪*Onondaga County Soil & Water Conservation Information Session:* Supervisor Sennett reported that the Onondaga County Soil & Water Conservation District would be holding an information session on Emergency Stream Intervention Program on Wednesday, May 14<sup>th</sup> from 10 a.m. to noon. She reported that Allan Wellington will be attending this meeting.

▪*John R. Langey Letter:* Supervisor Sennett reported that John Langey submitted a letter asking the Town Board to consider a moratorium for all major subdivisions.

▪*Town Board Invitation to Participate in the Memorial Day Parade May 26<sup>th</sup>:* Supervisor Sennett reported that the Town Board is in receipt of a letter from the Robert J. Hydon American Legion inviting the Town Board to participate in the Memorial Day parade on Monday, May 26<sup>th</sup>. The Board agreed to participate in the parade.

▪*Town Clerk Review of the NYS Town Clerks Conference:* Janet Aaron thanked Sue Murphy for the great job she did covering the office while she and Julie Stenger attended the conference and she thanked the Board for allowing both of them to attend. Over the 3 days they attended sessions with Bob Freeman from the Committee on Open Government, the Department of Health, the NYS Comptroller's Office, State Archives, the Department of State and the Associations of Towns. They also attended a Notary refresher course and sessions on public speaking and grammar. She said during the Monday morning business meeting Julie Stenger was among 35 Clerks and Deputy Town Clerks who were recognized for obtaining the recognition of Registered Municipal Clerk. She said Julie first received this distinction in 2009 and met the requirements five years later to receive this prestigious award that recognizes her professional competency by demonstrating that she met the stringent education and experience requirements established by the NYS Town Clerks Association. Janet Aaron said she was very proud of Julie Stenger and the work she continues to do as her Deputy, for her support and her continued dedication and commitment to doing an excellent job every day for the Town of Skaneateles. The Town Board agreed and also extended their congratulations.

▪*NYSDEC Boat Launch:* Tom Adessa, Town Contable said that two years ago, David Lemon from NYSDEC gave him signs that read "No Parking Beyond This Point" that he can now post at the boat launch. These signs will make it clear where people can park and not park. Supervisor Sennett said that the NYSDEC will also be striping the parking lot which should also be an improvement.

▪*Comprehensive Plan:* Councilor Howard said that they hope to have the Draft Comprehensive Plan submitted to the Town Board by the end of May.

**Budget Amendments:** On a motion of Councilor Greenfield, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, the following budget amendments were approved:

**Part Town**

\$ 106.00      Increase      080204.02.004.65      Planning – C/E – Advertising

\$ 106.00      Decrease      080204.02.004.00      Planning – C/E

Public Notices Planning Board

**Sewer #6**

\$ 240.00      Increase      081204.11.004.00      Sanitary Sewers – C/E  
\$ 240.00      Decrease      081102.11.002.93      Sewer - Equipment

Costs associated sanitary sewer usage

*Resolution #14-83*

**Abstract #14-9:** On a motion of Councilor Murray, seconded by Councilor Brace voucher # 14-501 to #14-0536 were approved from the following funds:

General Fund:	\$ 15,598.63	Part Town:	\$ 722.52
Highway:	\$ 7,474.88	Highway P/T:	\$ 773.68
Fire Protection:	\$107,893.00	Water:	\$3,226.22
T & A:	\$ 465.84		

Total:      \$136,154.77

*Resolution #14-84*

**Executive Session:** On a motion of Councilor Brace, seconded by Councilor Howard and with unanimous (5-0) affirmation of the Town Board, the Board entered into Executive Session at 8:00 p.m. to discuss matters related to, and leading to, the appointment of an architectural firm for professional services related to the Village’s offer to re-locate the Town Hall office to their building. Proposals have been received from King & King, Lake Architectural and Ashley McGraw.

**Return to Open Meeting:** On a motion of Councilor Brace, seconded by Councilor Greenfield and with unanimous (5-0) affirmation of the Town Board, the Board returned to open session at 8:27 p.m.

*Resolution #14-85*

**Needs Assessment Proposals:** On a motion of Councilor Howard, seconded by Councilor Murray and with unanimous (5-0) affirmation of the Town Board, Ashley McGraw, located at 500 South Salina Street, Syracuse, NY with a low bid of \$4,200 was chosen to provide the following services to assist in the assessment of a possible relocation of Town Hall:

Review and update of previous space needs based upon consultation with identified Town representatives, including partial re-assessment of off-site storage and potential space reductions for the Court due to adjacency to the Village police areas. Specific space needs assessment to include:

- a. Town Offices
- b. Town Court
- c. Shared space
- d. Storage needs (off-site and on-site)
- 2. Provide conceptual diagram; i.e.: “footprint” of potential addition(s).
- 3. Professional estimate of square foot construction costs for:
  - a. Development of renovated space, including new enlarged windows and replacement of existing overhead doors.

- b. Potential new addition(s) at front/rear of the facility to meet the revised space needs.
- c. Options for alternative on-site energy systems (geothermal, solar)
- d. Comparative costs for equivalent new construction

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Janet L. Aaron". The signature is written in a cursive style with a large initial "J".

Janet L. Aaron  
Town Clerk