

**Councilor**  
Mark Tucker

**Councilor**  
Chris Legg

**Supervisor**  
Janet Aaron

**Councilor/ Deputy Supervisor**  
Courtney Alexander

**Councilor**  
Sue Dove

**Attorney**  
Brody Smith

**Town Clerk**  
Julie Stenger

## **TOWN BOARD MEETING**

**February 17, 2022**

**6:30 p.m.**

**ZOOM meeting id#: 878 1826 5884 Password: 091640**

<https://zoom.us/>

**Call in: 1-646-876-9923**

### **Pledge of Allegiance**

### **25 Year Recognition – Dana Pickering**

1. **Department Reports**
  - Highway -Timothy Dobrovosky/Councilor Tucker
  - Transfer Station -Brian Buff/ Councilor Legg
  - Staff Engineer -Miranda Robinson/Councilor Legg
2. **Minutes of February 7, 2022 and February 9, 2022**
3. **Waive 30 Day Liquor License Requirement for Norman Clay Holdings (Mr. Pudders) Renewal**
4. **Owasco Lake Watershed -Request to Join Board of Directors**
5. **RFP On-Call Services for Water and Septic Emergency Repair**
6. **Skaneateles High School Commencement Request**
7. **Independent Contractor Appointment – Water Department**
8. **Updates - 2022 Annual Resolution & 2022 Procurement Policy**
9. **Employee Holiday Update**
10. **Announcements/Correspondence/Updates**
  - *New York State Septic System Replacement Funding*
  - *Parks Summer Employment Opportunities*
  - *Transfer Station Laborer II Position Opening*
11. **Public Comment**
12. **Budget Amendments**
13. **Abstract #22-04**
14. **Executive Session – Attorney Advice**

**Regular Board Meeting** – The public has the right to attend and listen to the board deliberations. The public may participate upon the invitation of the board. **Public Hearing** – The public is invited to speak. The board is not obligated to answer questions or render a decision. All comments should be directed to the Board.

Julie Stenger is inviting you to a scheduled Zoom meeting.

Topic: Town Board

Time: Feb 17, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87818265884>

Meeting ID: 878 1826 5884

Passcode: 091640

One tap mobile

+16468769923,,87818265884#,,,,\*091640# US (New York)

+13017158592,,87818265884#,,,,\*091640# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 878 1826 5884

Passcode: 091640

Find your local number: <https://us02web.zoom.us/u/kd0uqzmXTp>



# Skaneateles High School

2018 National Blue Ribbon School

49 East Elizabeth Street  
Skaneateles, NY 13152

Gregory J. Santoro  
Principal  
(315) 291-2269

Michael Major  
Assistant Principal  
(315) 291-2231

Fax (315) 291-2229

February 1, 2022

The Honorable Mary E. Sennett  
The Mayor of Skaneateles  
Village Municipal Hall  
26 Fennell Street  
Skaneateles, New York 13152

Dear Mayor:

Once again, as we make plans for our 2022 Commencement exercises, we are requesting your personal attention and assistance. The Class of 2022 is requesting to hold their Commencement exercises in Clift and Shotwell Parks, subject to approval by the Village Board of Trustees. Also, we would like to have the option to have the ceremony held in the Austin Pavilion in the event of inclement weather.

We are formally requesting, on behalf of the Class, the use of Clift and Shotwell Parks on Sunday, June 26, 2022 from 8:00 am to 6:30 pm, for Commencement. Also, we are requesting that the Austin Pavilion be reserved on the same date and at the same hours in the event inclement weather forces us to abandon our plans for holding the Commencement exercises in the parks.

Thank you for your attention to these requests and for your cooperation. We look forward to working with you on this matter. Please contact us if you have any questions regarding the requests.

Sincerely,

Gregory Santoro  
Principal

Jared Crast  
Senior Class Advisor

GiGi Michel  
Senior Class Advisor

President  
Bridget Carroll

Vice-President  
Michael Klosowski

Secretary  
Shawn Bellinger

Treasurer  
Colin Sweet

**RECEIVED**

FEB 3 2022

VILLAGE OF SKANEATELES



**Environmental  
Facilities  
Corporation**

**Department of  
Environmental  
Conservation**

**Department of  
Health**

## **State Septic System Replacement Program**

### **Program Summary**

The Clean Water Infrastructure Act of 2017 (L. 2017, c. 57, Part T) established the Septic System Replacement Fund to provide a source of funding for the replacement of cesspools and septic systems in New York State. This grant program (the “Program”) seeks to reduce the environmental and public-health impacts associated with the discharge of effluent from cesspools and septic systems on groundwater used as drinking water, as well as threatened or impaired waterbodies.

The state Department of Environmental Conservation (“DEC”) and the state Department of Health (“DOH”) have determined priority geographic areas where the Program will provide grants for eligible septic system projects. An area’s designation as a priority is based on its vulnerability to contamination (e.g. the presence of a sole-source aquifer, or a known water-quality impairment), population density, soils, hydrogeology, climate, and reasonable ability for septic system projects to mitigate water quality impacts. Under the Program, counties in which priority geographic areas are located can access monies from the Fund to provide grants to reimburse property owners for up to 50% of the eligible costs (up to a maximum of \$10,000) of their eligible septic system projects.

The Program provides grants for eligible “septic system projects” involving:

- the replacement of a cesspool with a septic system, or
- the installation, replacement or upgrade of a septic system or septic system components, or installation of enhanced treatment technologies, including an advanced nitrogen removal system.

### **Overview**

DEC and DOH have identified priority geographic areas for the replacement of septic systems, and allocated funding to counties from the Fund. Counties that have priority areas within their boundaries, and choose to participate in this program, are called “Participating Counties.”

Participating Counties notify owners of property served by septic systems (including residences and small businesses) that they could be eligible for financial assistance from the Septic System Replacement Program. Once notified, property owners who undertake a septic system project may apply to the Participating County for a grant from the Program.

Participating Counties review and evaluate the applications and determine financial assistance awards based on the Program criteria and consideration of a property’s location in relation to a waterbody, impacts to groundwater used as drinking water, and the condition of the property owner’s current septic system. Participating Counties may set graduated incentive reimbursement rates for septic system projects to maximize

pollution reduction outcomes. Septic system projects located in a priority geographic area identified by DEC as threatened or impaired by nitrogen must reduce nitrogen levels by at least 30% to receive assistance.

After evaluating applications and making funding decisions, Participating Counties notify the property owners of their grant awards by sending them award letters that include the amount, and other terms and conditions, of the grant. Property owners must formally accept the grant award and its terms and conditions by signing and returning the letter to their participating counties, after which property owners may proceed and hire design professionals and contractors to complete the work on their septic system projects.

As the Program provides funding on a reimbursement basis, property owners are initially responsible for the total cost of their septic system projects. Property owners may also choose to have the reimbursement paid directly to their contractors, which could reduce their out-of-pocket costs.

To receive reimbursement, property owners submit a reimbursement request to the Participating County in which they are located upon completion of their septic system projects. Reimbursement requests must include:

- (i) the completed Reimbursement Request form;
- (ii) any applicable design approval for the septic system project;
- (iii) description of all work completed;
- (iv) cost documentation and invoice or invoices for eligible costs; and
- (v) if applicable, a written authorization for a septic system contractor directly to receive the property owner's reimbursement.

Participating Counties review the reimbursement requests, and approve, adjust or deny them, as appropriate. No more often than once a month, Participating Counties aggregate the reimbursement requests they've received, and certify that amount in a disbursement request to the Environmental Facilities Corporation ("EFC"), which administers the Septic System Replacement Fund. EFC reviews the disbursement requests and once it is confirmed that all necessary documentation has been received and verified, disburses monies from the fund to the participating counties, which then issue reimbursement payments to property owners or their contractors for their completed septic system projects.



Department of  
Environmental  
Conservation

Environmental  
Facilities Corporation

# State Septic System Replacement Fund

PROGRAM OUTLINE

**OCTOBER 18, 2021**

Kathy Hochul, Governor | Basil Seggos, Commissioner | Maureen A. Coleman, Esq., President and Chief Executive Officer

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# 1. Background

- a. The Clean Water Infrastructure Act of 2017 established the State Septic System Replacement Fund (Fund). The purpose of this Fund is to replace existing cesspools and septic systems that are having significant and quantifiable environmental and/or public health impacts to groundwater used for drinking water, or to a threatened or impaired waterbody.

# 2. Definitions

- a. Cesspool – a drywell that receives untreated sanitary waste containing human excreta, which sometimes has an open bottom and/or perforated sides.
- b. Failure – evidence of dye on the ground surface or in a watercourse, evidence of sewage effluent on the ground surface or in a watercourse, or other obvious failure of system components (e.g., collapse of a septic tank). Observed effluent may need to be confirmed as a failure by the introduction of dye into the treatment system and subsequent field observation for dye.
- c. Fund – the State Septic System Replacement Fund created by the Clean Water Infrastructure Act of 2017.
- d. Participating County – a county that notifies the New York State Environmental Facilities Corporation (EFC) that it seeks authority to administer a Septic System Replacement Program within its municipal boundaries and agrees to abide by the state program’s goals, guidelines, eligibility requirements, and reimbursement procedures and provide information to property owners regarding program parameters, including eligibility criteria.
- e. Reasonably Likely to Fail System – as judged by a County Health Department official or other authorized as identified herein, including but is not limited to, a septic system which is improperly located or improperly loaded; or has components that are improperly installed, deteriorated, or otherwise not functioning; and which system can be expected to fail in the near future.
- f. Septic System – a system that provides for the treatment and/or disposition of the combination of human and sanitary waste with water not exceeding 1,000 gallons per day, serving a single parcel of land, including residences and small businesses.
- g. Septic System Project – the replacement of a cesspool with a septic system; the installation, replacement, or upgrade of a septic system or septic system components; or installation of enhanced treatment technologies, including an advanced nitrogen removal system, to significantly and quantifiably reduce environmental and/or public health impacts associated with effluent from a cesspool or septic system to groundwater used as drinking water or to a threatened or an impaired waterbody.
- h. Small Business – a business which is resident in New York State, independently owned and operated, not dominant in its field, and employing not more than 100 individuals.
- i. Priority Geographic Area for surface waterbodies – the area covered by 250 feet from each side of a priority waterbody as listed on the EFC website (<https://www.efc.ny.gov/SepticReplacement>).

# 3. Septic Program Description

- a. Only participating counties are eligible to receive funds.
- b. The Fund is administered by EFC and is authorized to reimburse property owners for up to 50% of the eligible costs incurred for eligible septic system projects, up to ten thousand dollars (\$10,000).



- c. An eligible septic system project means the replacement of a cesspool with a septic system; the installation, replacement, or upgrade of a septic system or septic system components; or installation of enhanced treatment technologies to significantly and quantifiably reduce environmental and/or public health impacts associated with effluent from a cesspool or septic system to groundwater used as drinking water or to a threatened or an impaired waterbody located in a Priority Geographic Area, and selected by a participating county for funding from the Fund.
- d. The Fund is being targeted to Priority Geographic Areas within participating counties that contain: groundwater supplies (e.g., EPA sole source aquifers and primary aquifers); surface water drinking water supplies and other threatened or impaired surface waters where septic systems and cesspools are known or suspected to be adversely impacting the waterbody. The counties and Priority Geographic Areas within these counties are further defined in Sections 4 and 5.
- e. Single family, two family, and small businesses with an existing design sewage flow not exceeding 1,000 gallons per day (GPD) as of the date the participating county signed their participation agreement with EFC are eligible for this program. Seasonal or secondary homes may be eligible for this program if the participating county determines that an existing septic system has the reasonable potential to adversely impact a priority waterbody listed on the EFC website. New construction is not eligible for the Fund.
- f. Wherever feasible, a failed or a Reasonably Likely to Fail System shall be brought into full compliance with Appendix 75-A. When full compliance with the standards of Appendix 75-A is not feasible or practicable, the system should be upgraded based upon best professional judgment to the extent feasible to maximize protection of public health and safety. Advanced or enhanced treatment units may also be considered, where practical. Departure from the parameters of Appendix 75-A shall be minimized to allow for the best feasible upgrade within the borders of the lot, while preserving public health, safety, and the environment.
- g. This program does not require that existing non-complying sewage disposal systems that do not meet the standards of New York State Public Health 10 NYCRR Appendix 75-A (Appendix 75-A) but are not failing nor is a Reasonably Likely to Fail System in the near future be upgraded or replaced to 75-A standards.

## 4. Septic Repair and Replacement Priority Geographic Areas – Long Island

Priority Geographic Areas in Long Island (Nassau and Suffolk Counties):

- a. Areas in the 0–50 year contributing zone to public drinking water wells fields;
- b. Areas in the 0–25 year contributing zone to surface waters;
- c. Areas located in an area where groundwater is less than 10 feet below grade;
- d. Contribute to an area that is listed as a 303(d)-impaired waterbody; and
- e. Under the Long Island Nitrogen Action Plan, Suffolk Counties has developed a Sub-Watershed Wastewater Plan (SWP) and Nassau County’s SWP is underway. Both SWPs evaluate parcel-specific nitrogen loads from wastewater, fertilizer, stormwater, and atmospheric deposition to the groundwater and receiving waters of more than 200 sub-watersheds. The SWPs identify Priority Geographic Areas for Septic System replacements/upgrades.

## 5. Septic Repair and Replacement Priority Geographic Areas – Upstate

- a. A list of Priority Geographic Areas can be found at the following website, <https://www.efc.ny.gov/SepticReplacement>. Septic systems located within 250 feet of the waterbodies listed on the above website that are failing or are a Reasonably Likely to Fail System are eligible to participate in the program. Septic systems located greater than 250 feet from the waterbodies listed on the above website that are failing or are Reasonably Likely to Fail Systems may be eligible to participate in the program if the participating county determines that the existing septic system has the reasonable potential to adversely impact any such waterbody.

## 6. Septic System Conditions Warranting Repair, Upgrade, or Replacement

- a. If any of the following conditions are identified during a septic inspection, these are indications the septic system is failing or is a Reasonably Likely to Fail System. The process of repair and replacement may require additional inspections and an additional pump-out.
- i. Indicators of an overloaded and/or clogged absorption area, including seepage pit, leach field, or cesspool.
  - ii. There is back-up of sewage into the facility served by the system or any component of the system because of an overloaded and/or clogged leach field, seepage pit, or cesspool.
    1. There is a discharge of effluent directly or indirectly to the surface of the ground (through ponding or surface breakout) or to a surface water.
    2. The system contains a cesspool without a separate tank component for primary solids separation and storage, (i.e., no septic tank).
    3. The septic tank requires pumping four times a year.
  - iii. Component deficiencies
    1. The septic tank is made of metal and does not comply with the UL-70 standard; or is made of metal, masonry block, or other material and shows signs of deterioration; or is cracked or otherwise structurally unsound, indicating that significant infiltration or exfiltration is occurring or is imminent.
    2. Distribution box is not level.
    3. Services line(s) are cracked/opened.
    4. Pretreatment unit is not functioning properly.
    5. Other system components are deteriorated, not properly installed, or otherwise not functioning correctly.
  - iv. Location deficiencies
    1. Any portion of the absorption area extends to within two feet of the seasonal high groundwater level.

2. Any portion of the absorption area is located within 100 feet of an individual well, or 200 feet of a public water supply, or 200 feet from an individual well that is located downhill and in direct line of drainage from the absorption facility.
  3. Any portion of the absorption field is located within 100 feet of a waterbody and the replacement system can be relocated completely outside of the 100-foot buffer.
  4. Any portion of the absorption field is located within 100 feet of a waterbody, and the replacement system employs enhanced treatment technology.
- v. Technology deficiencies
1. Nassau County and Suffolk County made the determination that replacing septic systems and cesspools with septic systems that remove less than 50% of nitrogen is inadequate. Therefore, in Nassau and Suffolk Counties, only septic systems that remove at least 50% of the nitrogen will be eligible for State Septic System Replacement Program funding.

## 7. Septic Program Eligibility

- a. To be eligible for funding from the Fund, a septic system project must be determined by the participating county to be in a Priority Geographic Area, as described in Sections 4 and 5, and meet the criteria of a septic system warranting repair, upgrade, or replacement, as described in Section 6.
- b. Determinations of eligibility will be made by the participating county based on the criteria contained herein, including the system's impacts to groundwater or surface waters used as drinking water or other waterbodies where septic systems and cesspools are known or suspected to be a major source of pollutants, and the condition of the property owner's current septic system. Septic systems condition may be determined by:
  - i. A County Health Department official;
  - ii. Another designated authority having jurisdiction, pursuant to septic inspections required by a municipal separate storm sewer system permit; or
  - iii. A septic contractor pursuant to the applicable county sanitary code.
- c. The inspection, design, repair, or replacement of a septic systems project must be in accordance with the following:
  - i. Both design and construction of any rehabilitation or replacement must have been approved by the County Health Department or another authorized agent;
  - ii. Septic structures, such as gas baffles or effluent filters in septic tanks and speed levelers in distribution boxes, shall be installed on all systems if practical. When outlet filters are installed, they must be designed and installed so that they can be removed without harming the integrity of the septic tank baffles or sanitary tee;
  - iii. In all cases, the least expensive, technologically appropriate alternative needed to upgrade a system as close as is reasonable to Appendix 75-A will be eligible; and
  - iv. A septic system project located in Nassau or Suffolk counties must reduce nitrogen levels by at least 50%.
- d. Eligible Costs
  - i. To be eligible for reimbursement, incurred costs must be reasonable and necessary for work done to a septic system project. This will be determined by the County Health Department or other authorized agent,

as identified above in 7(b), that such septic system is failing or is a Reasonably Likely to Fail System prior to any repairs, or such system has received a Notice of Violation or Notice of Failure prior to any repairs.

- ii. Design costs are eligible, but limited only to work needed to complete an approved design, including needed site investigation, as-built drawings, and inspections.
  - iii. Installation costs, and costs of the system, system components, and enhanced treatment technologies are eligible.
- e. Ineligible Costs – the following costs are ineligible for reimbursement:
- i. Routine maintenance such as a pump-out of a septic tank;
  - ii. Any expenses that are not appropriately documented;
  - iii. Government permit fees, including but not limited to, fees assessed for building permits, zoning permits, construction compliance certifications, and floodplain disturbance permits;
  - iv. Interest and late fees;
  - v. Fines and penalties;
  - vi. Sales tax payment;
  - vii. Non-essential site beautification;
  - viii. Non-essential interior plumbing changes;
  - ix. Administrative work conducted by the engineer; and
  - x. Construction observation by the engineer if the engineer, or an entity owned, controlled by or employing the engineer, is also conducting the repair or replacement.

## 8. Administrative and Reimbursement Process

- a. A participating county will notify eligible property owners (including residences and small businesses) of the availability of funds. Once notified, a property owner who undertakes a septic system project may apply to the county for funding.
- b. If the septic system project is selected for a grant, the participating county will notify the property owner of the award, which may reimburse up to 50% of the eligible costs of a septic system project, up to a maximum amount of \$10,000 per project. Once the award letter is accepted, the property owner may proceed and hire a design professional and contractor to complete the work on the septic system project.
- c. Funding to the participating counties is on a reimbursement basis; therefore, property owners are initially responsible for the total cost of their septic system projects. The property owner may choose to have the reimbursement paid directly to the contractor.
- d. To receive reimbursement, upon completion of the project, a property owner will be required to submit a request for reimbursement to the county. The request must include:
  - i. A completed reimbursement request;
  - ii. A description of all work completed;
  - iii. A cost documentation and invoice(s) for eligible costs; and

- iv. If applicable, a written authorization for a septic system contractor directly to receive the property owner's reimbursement.
- e. The participating county will then review the reimbursement request, approving, modifying, or denying the request, as appropriate, and issue reimbursement payments to property owners or their contractors.
- f. EFC will provide guidance and a set of template documents to be used by participating counties, including a notification of property's location in a Priority Geographic Area, an application form, an award letter, and a reimbursement request form.



**SUMMER EMPLOYMENT OPPORTUNITIES  
TOWN OF SKANEATELES PARKS DEPARTMENT**

- Waterfront Lifeguards must possess American Red Cross Water Front Lifeguarding & CPR/AED Certificates. Looking for mature applicants who can interact with the public. Available from middle of June to Labor Day. Must be available weekends and holidays. All certifications must be up to date and a copy submitted with application.

- Playday Councilors – Monday –Friday, 8:30am – 1:30pm. June through August. Must be 16 of age and older. Must enjoy engaging campers in games, activities and field trips. CPR/AED/First Aid training will be provided.

- Parks Laborers - must have valid driver's license, able to perform light and heavy manual tasks, follow directions, self-motivator, and ability to interact with public. Some weekends may be required.

All applications will be subject to a pre-employment substance test and background check.

Applications are available at the Skaneateles Town Hall, 24 Jordan Street, Skaneateles, NY 13152, Attn: Sue Murphy. Any questions concerning employment contact Parks Department at 315-685-1949 or email at [parks@townofskaneateles.com](mailto:parks@townofskaneateles.com)

The Town of Skaneateles is seeking a full- time Laborer II for the Transfer Station. The candidate should have some experience in operating Skid Steer loaders and full-size loader. The candidate needs to be able to do heavy physical labor with mechanical skills being beneficial. The ability to understand and follow verbal and written instructions. A positive attitude to working with others and the community is highly valued.

This position will be subjected to a background check and drug testing. Town of Skaneateles resident preferred.

Please submit a cover letter, resume, and references by February, 2022, to:

Town of Skaneateles  
Attn: Municipal Recycling Liaison/Refuse Officer  
24 Jordan St.  
Skaneateles, NY 13152  
[bbuff@townofskaneateles.com](mailto:bbuff@townofskaneateles.com)

TOWN BOARD BUDGET AMENDMENTS

ABSTRACT # 22-04

FEBRUARY 17, 2022

**NO BUDGET AMENDMENTS CURRENTLY**