

**Town Board Special Meeting
2024 Organizational Meeting
January 4, 2024
5:30 p.m.**

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

Also, Present via Zoom: Miranda Robinson

2024 Town of Skaneateles Annual Resolution: Supervisor Legg stated the Skaneateles 2024 Annual Resolution sets the positions and salaries for all Town Departments.

On a motion of Councilor Alexander, seconded by Councilor Dove and with unanimous (5-0) affirmation of the Town Board, the 2024 Town of Skaneateles Annual Resolution was adopted as presented. *See attached

2024 Town of Skaneateles Procurement Policy: Supervisor Legg stated to the Board the Town's Procurement Policy is reviewed and approved every year stating the policies and procedures of purchasing in all departments of the Town of Skaneateles.

On a motion of Councilor Dove, seconded by Councilor Legg and with unanimous (5-0) affirmation of the Town Board, the 2023 Town of Skaneateles Procurement Policy was adopted.

2024 Town of Skaneateles Official Undertaking: Supervisor Legg reviewed the Official Undertaking stating that certain elected and appointed officials have to sign the Official Undertaking that they will faithfully perform and discharge the duties of their office.

On a motion of Councilor Dove, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board, the 2024 Town of Skaneateles Official Undertaking was adopted.
* See attached

2024 Water Fee Schedule: Supervisor Legg stated Town Engineer Robinson did the research on these fees and recommended the fees as presented to the Board. The one new fee is the "hydrant backflow apparatus rental fee." This is to account for situations such as the issue with the Woodbine and the Skaneateles Lodge.

Councilor Alexander asked if we have this equipment. Engineer Robinson stated yes, we have the apparatus, and we are purchasing a second one for these situations. The cost of the equipment is roughly \$3,200.

Councilor Alexander stated the \$40 base fee for water is in place of the water district fee that did not go on the tax bills for 2024. Engineer Robinson stated yes, it is place of this fee.

Supervisor Legg stated the \$40.24 for the base fee equaled the amount that would have been added to the tax bills. The only difference would be the 35 parcels in the district that currently do not have a water service would not be impacted. In 2025 when this base fee would be added as a line on the tax bills those parcels would be affected.

Engineer Robinson stated the increase to the water rates would be .25 per 1000 gallons and the increase would not be added to the base fee, which is based on the cost of 5,000 gallons. The increase would not be added to the trailer rate or the agricultural and dairy rate.

Engineer Robinson stated the commercial rates would have to be reviewed later in the year when the Hilltop and the Woodbine Hotel are completed.

Engineer Robinson reviewed the sewer rates. The Village of Skaneateles had increased the sewer rates to \$8.29 per 1000 gallons in 2016 and we had been charging the Town sewer customers less than \$7.00 per 1000 gallons. The proposed increase in the sewer fees is to \$8.29 per 1000 gallons to break even. The Town Board would have to review the sewer rates this year to consider an appropriate increase schedule.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the 2024 Town of Skaneateles Water Fees and the Water and Sewer Rates as presented. * See attached

Supervisor Legg stated he had received a request from Codes Enforcement Officer Bob Herrmann to take the Town Codes Enforcement vehicle home. This would make it easier and quicker for him to respond to issues after work hours. The Board discussed this request and was in favor of it contingent there are no problems with the insurance company.

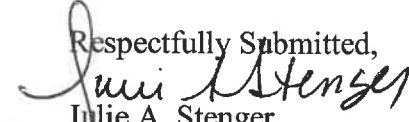
On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board approved the request from Codes Enforcement Officer Herrmann to take the Town of Skaneateles Codes vehicle home to respond to any emergency contingent on insurance approval.

Supervisor Legg announced a letter had been received from Harrison Boyer requesting to be added to the Andrews Road Water district. Mr. Boyer had just purchased land in the proposed district and would like the Board to consider adding it to the district. He stated Mr. Boyer would have to pay for the addition to the district and would have to make a proposal to the Board.

Councilor Tucker asked Attorney Smith about the progress on the easement with the Methodist Church. Attorney Smith stated he had been in discussion with representatives from the church and would be presenting the final version to the Board at the next Town Board meeting.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to attorney advice at 6:00 p.m.

On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned open session and adjourned at 6:45 p.m.

Respectfully Submitted,

Julie A. Stenger
Town Clerk

**2024 RESOLUTION
TOWN OF SKANEATELES**

A resolution of the Town Board appointing certain town officers and employees, fixing wages and salaries and other matters.

WHEREAS, the organizational meeting of the Town Board of the Town of Skaneateles for the year was held at the Skaneateles Town Hall on January 4, 2024.

WHEREAS, appointments by the Town Board, salaries, wages and other matters were considered, *NOW THEREFORE*, be it

RESOLVED, that the following persons be appointed to the offices and positions opposite their names:

Accounting Department

Budget Officer Keri Fey
Bookkeeper to the Supervisor Rochelle Daggett

Assessment

Assessor Michael Maxwell
Clerk I Aimie Case

Board of Assessment Review

09/30/19 - 09/30/2024 Jonathan Holbein
01/01/21 - 09/30/2025 Michael Zuber
09/30/21 - 09/30/2026 Jeffrey Liccion
10/01/22 - 09/30/2027 Molly Elliott
02/17/21 - 09/30/2028 Michael Card

Attorney

Town Attorney Bond, Schoeneck & King
Brody Smith

Auditor

Insero&Co., Certified Public Accountants

Insurance

Eastern Shore Associates – General Liability
Comp Alliance – Workers Compensation

Cemetery

Cemetery Superintendent Richard Eldredge, Superintendent

Codes, Planning & Zoning Departments

Codes Enforcement Officer (Full Time) Robert Herrmann

Codes Enforcement Officer (Part Time) Benjamin Garrett
Codes Clerk/Zoning Secretary Aimie Case
Planner Howard Brodsky
Planning & Zoning Clerk Karen Barkdull
Planning & Zoning Attorney Scott Molnar - Byrne, Costello & Pickard, P.C.
Planning and Zoning Engineer John Camp - C & S Engineers

Planning Board

Planning Board Chair 1/1/2024 - 12/31/2024 Don Kasper

01/01/20 - 12/31/2024 Donald Kasper
06/21/21 - 12/31/2025 Jonathan Holbein
01/01/21 - 12/31/2026 Jill Marshall
01/01/23 - 12/31/2027 Doug Hamlin
01/01/24 -12/31/2028 Samantha Parker -Fann

Zoning Board of Appeals

Zoning Board Chair 1/1/2024 to 12/31/2024 - Denise Rhoads

01/01/20 - 12/31/2024 Denise Rhoads
01/02/21 – 12/31/2025 David Lee
01/01/22 - 12/31/2026 Sherril Ketchum
01/01/23 - 12/31/2027 Kris Kiefer
01/01/24 – 12/31/2028 Dave Palen

Constables

Rick Morris
David Wawro

Dog Control Officer

David Wawro

Town Engineer

John Camp - C & S Companies
Miranda Robinson

Fire Wardens

Peter Buehler & Michael Baker

Highway (Elected Highway Superintendent) – Timothy Dobrovosky)

Labor Crew Leaders
Motor Equipment Operator/Public Works Maintenance Worker
Motor Equipment Operators

Steve Bryant
David Bader

Dan Dobrovosky, Frank
Lessongang, Dana Pickering,
William Murphy (Part-Time)

Transfer Station

Municipal Recycling Liaison/Refuse Officer
Laborer I

Brian Buff
Robert Pickering, David Tanner,
Kevin Lukins

Water Department

Public Works Maintenance Worker

Shane Christman
Wesley Hill

Historians

Historian Beth Batlle
Deputy Historian Charles Major
Historian Clerk I Janet L. Aaron

Justice Court (Elected Justices, Gerald Carroll and Kathleen H. Dell)
Clerk to Town Justices Colleen Parks

Medical Insurance Plan Administrator Keri Fey

Outreach

**Outreach Coordinator/Helping Hands
Clerk** Jacque McConnaghy
Jean Babbles

Parks Department

Parks Manager/Administrative Aide Susan G. Murphy
Park Laborer Matthew Sheppard
Park Laborer
Park Laborer (Seasonal) Gene LaForte

Town Clerk/Tax Collector (Elected Town Clerk Julie A. Stenger)

Deputy Town Clerk Paula Powell
Clerk I Aimie Case
Newsletter Coordinator Julie A. Stenger
Records Access Officer Julie A. Stenger
Records Advisory Board Julie Stenger, Beth Batlle, Janet Aaron, Karen Barkdull
Records Management Officer Julie Stenger
Substance Free Work-Place Julie A. Stenger, Program Manager
Website Coordinator Julie A. Stenger

Deputy Town Supervisor Courtney Alexander

Veterans Coordinator Sheri Dove

Town Board Members Designated Departments

Supervisor Legg

Attorney
Budget Office
Personnel
Town Clerk
Town Engineer
Water
Veterans

Councilor Tucker

Transfer Station
Open Space Committee
Planning & Zoning
Codes
Cemetery

Councilor Dove

Constable
Highway
Justice Court
Assessor
BAR
Fire Department

Councilor Alexander

Parks
Outreach
Conservation Committee

Councilor Milne

Safety
Cemetery
Dog Control
Historian

STANDING COMMITTEES

Agriculture Advisory Committee

Mark Tucker – Town Board Liaison
Dave Laxton, Chair
Ken Richards
Dirk Young
Craig Richards

Conservation Committee

Courtney Alexander – Town Board Liaison
Matt Leveroni - Chair
Ken Kaufman Todd Reilly
Jim Alexander Seth Lincoln
Phil Bonn Tom Brooks
Suellen Sager

Municipal Watershed Partnership

Chris Legg, Supervisor
Courtney Alexander, Deputy Supervisor
Jim Greenfield, ExOfficio

Open Space Committee

Mark Tucker- Town Board Liaison
Howard Brodsky, Advisor
Max Krause David Laxton
Bob Dewitt Scott Winkelman
Rob Howard

Safety Committee

Lori Milne, Town Board Liaison
Tim Dobrovosky Sue Murphy

Julie Stenger Brian Buff
Shane Christman Miranda Robinson

Veterans Committee

Chris Legg, Town Board Liaison
Kurt Reilley, Chair Charlie Major
Beth Batlle Bob Herrmann
Dan Banks

Hamlet Committee

Chris Legg, Town Board Liaison
Douglas Hamlin Deborah Durr
Edward Frank Laura Malloy
Jill Marshall Bonny Dudden
Judy Cowden Tamara Place
Max Krause Karen Barkdull (Town)

Swap Shop Committee

Mark Tucker, Town Board Liaison
Amy Rolleri
Romaine LaBaron
Georgia Peach
Nan Pardee
Joe Steencken

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Department Hours of Operation

Town Clerk/Tax Collector	8:00 a.m. to 4:00 p.m.
Town Hall Summer Hours June 28, 2024 – August 30, 2024 – Close at 1 p.m. Fridays Only	
Budget	7:00 a.m. to 3:00 p.m.
Justice Court	Monday, Tuesday, Thur. & Fri. 8:00 a.m. to 4:00 p.m.
Assessor's Office	Mon., Tues. 9:00 a.m. to 3:00 p.m.
Clerk to Planning & Zoning	8:00 a.m. to 4:00 p.m.
Planning & Zoning Office	8:00 a.m. to 4:00 p.m.
Codes Enforcement	8:00 a.m. to 4:00 p.m.
Highway Department	7:30 a.m. to 3:30 p.m. (Summer Hours – 4, 10 hr. days)
Parks Department	8:00 a.m. to 4:00 p.m.
Water Department	7:30 a.m. to 3:30 p.m. (Adjusted Summer Hours)
Transfer Station	7:00 a.m. to 3:00 p.m. (Tuesday through Saturday)

FURTHER RESOLVED, that the salaries, wages and compensation of Town Officers and Employees be in the following amounts:

2024 Resolution
Town of Skaneateles

Town Supervisor	\$ 32,106.50	per year
Deputy Town Supervisor	\$ 2,556.25	per year
Town Councilors	\$ 6,646.25	each/per year
Assessor	\$ 54,662.85	per year
Assessment Review Board Members	\$ 100.00	each/per day
Budget Officer	\$ 62,730.38	per year
Bookkeeper to the Supervisor	\$ 20.00/hr	
Cemetery Superintendent - Sheppard Settlement/Mottville	\$ 1,830.00	per year
Laborer 2 Cemetery - part time	\$ 18.04	per hour
Codes Enforcement Building & Zoning	\$ 61,350.00	per year
Part Time Codes Enforcement Officer	\$ 20.35	per hour
Constable	\$ 21.86	per hour
Dog Control	\$ 15,000.00	per year
Engineer (In House)	\$ 81,600.00	per year
Highway Superintendent [Tim Dobrovosky – Elected]	\$ 70,552.00	per year
Highway, Transfer Station, Water		
Labor Crew Leaders	\$ 28.12	each per hour
Motor Equipment Operator	\$ 26.80	each per hour
Public Works Maintenance Worker/Labor Crew Leader	\$ 28.12	each per hour
Public Works Maintenance Workers	\$ 26.80	each per hour
Historian	\$ 2,300.63	per year
Deputy Historian	\$	
Historian Clerk I	\$ 18.00/hr.	per year
Justices [Gerald Carroll, Kathleen Dell –Elected]	\$ 19,683.13	each per year
Clerk to Town Justices	\$ 20.45	per hour
Clerk to Town Justices-part time	\$ 20.00	per hour
Outreach Coordinator including Helping Hands	\$ 15,000.00	per year
Clerk I	\$ 6,273.00	per year
Parks		
Parks Manager/Administrative Aide	\$ 71,575.00	per year
Park Labor Crew Leader (Full Time)	\$ 25.78	per hour
Park Laborer Full Time Year Round	\$ 20.45	per hour
Park Laborers	\$15.00 - \$21.75	per hour
Lifeguards	\$15.75 - \$17.50	per hour
Recreation Attendants (PlayDay Counselors)	\$15.00 - \$16.86	per hour
Recreation Attendants (Boat Launch)	\$15.34	per hour
Boat Washing Attendant	\$15.34	per hour
Farmers Market Coordinator	\$	per hour
Planning Board		
Chair, Planning Board	\$ 4,809.84	per year
Members, Planning Board	\$ 2,457.07	each per year
Clerk, Planning & Zoning Board of Appeals	\$ 68,507.00	per year
Municipal Recycling Liaison/Transfer Station	\$ 70,552.50	per year
Motor Equipment Operators/TS Laborer	\$ 26.80	each per hour

Town Clerk/Tax Collector [Julie Stenger, Elected]	\$ 74,097.50	per year
First Deputy Town Clerk	\$ 51,636.25	per year
Clerk I -Full Time Split (Assessor, Town Clerk/Tax Collector & Zoning)	\$ 45,000.00	per year
Veteran Coordinator	\$ 23.35	per hour
Zoning Board of Appeals - Chair	\$ 3,868.12	per year
Zoning Board of Appeals - Members	\$ 1,934.57	each per year

FURTHER RESOLVED, that designated employees (except elected officials), who work in certain job categories and who are assigned to either the Highway, Water, Transfer Station or Parks Department, receive \$200 annually for safety footwear.

FURTHER RESOLVED, that the employment and payment policy for Town Employees has been established in the employee handbook adopted by the Town Board on April 17, 1997, as amended.

FURTHER RESOLVED, that the Skaneateles Press shall be designated the official newspaper of the Town.

FURTHER RESOLVED, that the regular meetings of the Town Board be held at 6:30 p.m. on the first (1st) and third (3rd) Mondays of each month at the Town Office Building, 24 Jordan Street, Skaneateles, NY,

FURTHER RESOLVED, that the Town Clerk having advised the Town Board that Paula Powell has been designated as First Deputy Town Clerk, who is authorized to execute all powers and duties of the Town Clerk in the absence and inability of the Town Clerk to serve.

FURTHER RESOLVED, that the compensation for Town Officers and employees for necessary use of their own automobiles in the performance of their official duties shall be at the rate of **\$0.65** cents per mile when such use is approved by the Town Board.

FURTHER RESOLVED that non-union retirees will contribute 15% toward their health insurance benefit and union workers should refer to their union contract; current full-time employees will contribute according to the Town's yearly insurance negotiated Plan coverage they are under.

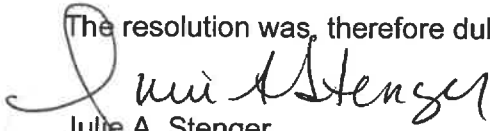
FURTHER RESOLVED, that the Supervisor and Town Clerk can authorize the selling of cemetery lots at Shepard Settlement and Mottville Cemeteries.

FURTHER RESOLVED, that a petty cash fund in the amount of \$200 for the Town Clerk, \$200 for Tax Collector and \$100 for the Town Supervisor, \$100 for the Parks Department, for payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the Town for the conduct of its affairs and upon terms calling for payment to the vendor upon delivery, and for the further purposes of making change.

FURTHER RESOLVED, that **M & T Bank and NYS CLASS** are designated depositories for the deposit of safekeeping of Town funds.

I HEREBY CERTIFY that at a meeting of the Town Board of the Town of Skaneateles, held in the Town Office Building, 24 Jordan Street, Skaneateles, New York on _____, the foregoing resolutions were duly moved by _____ and seconded by _____ and a quorum of five members of the five-member Board being present, and voted on the resolution as follows:

The resolution was, therefore duly adopted.



Julie A. Stenger
Town Clerk

Dated: 1/4/2024