

**Town Board Meeting
May 15, 2023
6:30 p.m.**

ZOOM meeting id#: 841 6655 0100 Password: 177372

Present: Supervisor Aaron, Councilor Tucker, Councilor Legg, Councilor Dove, Attorney Smith.

Present via Zoom: Councilor Alexander

Also, Present: John Sheldon, Dan Sheldon, Dorothea Hughes, Dessa Bergen, Bill Bergen, Holland Gregg, Bill Mahood, Miki Mahood, Chris Roberts, Nancy Roberts.

Also, Present (via Zoom): Paula Powell, Brian Buff, Sue Murphy, Jason Gabak (Skaneateles Press), Aimie Case, Lori Milne, Tim Dobrovosky, Karen Barkdull, Keri Fey, David Ketchum, Miranda Robinson.

Minutes May 1, 2023: On a motion of Councilor Dove, seconded by Councilor Tucker, and with a (5-0) affirmation of the Town Board, the minutes of May 1, 2023, were accepted as presented.

Budget Amendments: No Budget Amendments

Abstract #23-05: On a motion of Councilor Dove, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board vouchers #22-0266 - #22-0355 were authorized from the following funds:

General Fund:	\$ 57,447.09	Highway:	\$ 10,761.35
Water:	\$ 10,206.23	Part Town:	\$ 4,056.80
T&A:	\$ 2,401.22	Highway PT:	\$ 130,597.60
Sewer:	\$ 30.03		
TOTAL:	\$ 245,447.09		

Town of Skaneateles Water System Improvements - NYS EFC Project No. 19100 :Supervisor Aaron stated the Town had received a \$4.4 million grant in order to establish a water tower on the west side of the Town of Skaneateles and to extend the water district to parcels on the west side as well. The NYS grant the Town received has specific requirements:

1. Public announcement of the solicitation at the town Board Meeting (e.g., a Request for Qualifications) This can be done by email (attached) with a Solicitation Letter from the Town.

2. Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation). (Ranking Criteria Sheet see No.3 below)
3. Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required, Institutional knowledge of the municipality).
4. Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services.
5. Selection of at least three firms considered to be the most highly qualified to provide the required services.
6. Contract negotiation with the most highly qualified firm to determine the compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered.
7. In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.

This also required the Town to adopt a Resolution approving the Procurement of Architectural/Engineering Services for the New York State Environmental Facilities Corporation Funded Project No. 19101 Town of Skaneateles Water Supply Improvements. The Board approved the following resolution:

**Procurement of Architectural/Engineering
Services for the New York State Environmental Facilities
Corporation Funded Project No. 19101 Town of
Skaneateles Water Supply Improvements**

WHEREAS, the Town Board desires to comply with the requirements of the State Environmental Facilities Corporation A/E Services Procurement Procedure and implement regulations set forth as defined in 40 U.S.C 1102(2)(A-C)(the "Regulations"), with respect to the adoption of the Proposed Resolution for Solicitation of Engineering Service; and

WHEREAS, the Town will issue and solicit Request for Qualifications to local Engineering Firms for Engineering Services.

BE IT FURTHER RESOLVED that the Town Clerk shall send notice of Request for Qualifications to Local Engineering Firms by email and publish the Request in the official

Town newspaper in accordance with all legal requirements.

The adoption of the foregoing Resolution was moved by Councilor Legg, seconded by Councilor Tucker, and duly put to vote, which resulted as follows:

Janet Aaron	Voting	Aye
Courtney Alexander	Voting	Aye
Sue Dove	Voting	Aye
Chris Legg	Voting	Aye
Mark Tucker	Voting	Aye

Supervisor Aaron stated the ranking of the engineering firms must be done by a committee of at least 3 elected officials. She recommended Councilor Tucker, Councilor Legg and Councilor Alexander be appointed to this committee. Also, she recommended Town Engineer Robinson, and Town Attorney Brody Smith.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board authorized the Request for Qualifications for Procurement of Architectural/Engineering Services for the New York State Environmental Facilities Corporation Funded Project No. 19101 Town of Skaneateles Water Supply Improvements to be submitted until 4:00 p.m. on June 5, 2023, and approved the following for the Review Committee, to review the Requests for Qualifications submitted by Local Engineering Firms for the Architectural/Engineering Services for the New York State Environmental Facilities Corporation Funded Project No. 19101 Town of Skaneateles Water Supply Improvements:

Town Councilor Mark Tucker
Town Councilor Chris Legg
Town Attorney Brody Smith

Town Councilor Courtney Alexander
Town Engineer Miranda Robinson

2023 Beach Safety Plan for Clift Park: Parks Director Murphy submitted the 2023 Beach Safety Plan to the Board, they have this Safety Plan in place every year. This is a requirement of the Onondaga County Health Department. On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the 2023 Beach Safety Plan was approved as presented.

Town of Skaneateles Disaster Preparedness Plan: Supervisor Aaron stated Councilor Dove had updated the Town of Skaneateles Disaster Preparedness Plan. She had done a great job and Supervisor Aaron thanked her for all her work. The “Water Safety Plan” was added to this emergency plan. These 2 plans should be approved yearly with the Town’s Annual Resolution.

On a motion of Councilor Tucker, seconded by Councilor Legg, and with unanimous (5-0) affirmation of the Town Board, the Board approved the Town of Skaneateles Disaster Preparedness Plan.

Employee Handbook Updates: Supervisor Aaron announced the Town’s HR Company had submitted the following updates for the Town of Skaneateles Handbook:

SECTION	TOPIC	SUMMARY OF REVISION
502	Breaks for Nursing Mothers	Expands current policy to provide additional rights for mothers who are expressing milk. The revised labor regulation goes into effect in June 2023.
903	Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace	Revised the policy to comply with the recent changes made to NYS Sexual Harassment regulations. This policy basically aligns with the Model Policy released by NYS.
909	The Pregnant Workers Fairness Act	New Policy to comply with the federal Pregnant Workers Fairness Act which goes into effect in June 2023
1101	Organizational Communications	Added a paragraph titled Required Postings and Notifications to comply with NYS Labor Law Section 201.

These updates are to comply with recent changes in various labor regulations.

On a motion of Councilor Legg, seconded by Councilor Dove, and with unanimous (5-0) affirmation of the Town Board, the Board approved the changes to the Town of Skaneateles Employee Handbook as recommended by the Public Sector HR, to comply with labor regulations.

Remote Work Policy: Supervisor Aaron stated Councilor Dove had worked on a Remote Work Policy for Town employees. The draft policy was submitted to the Town’s HR company for their review, and they approved the draft.

Councilor Alexander stated she had just received the draft policy today and would like some time to review it before it is distributed to the employees.

On a motion of Councilor Legg, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board authorized the distribution of the draft Remote Work policy to the employees for their review and questions subject to further review of the Town Board.

Skaneateles Community Band Funding Request: Supervisor Aaron stated they had received a request from the Skaneateles Community Band for funding. They are asking for funding between \$1000 to \$1500. Last year was the first year the Town had given any supporting funding to the

Community Band in the amount of \$500. The Town budgeted \$500 for this year. Supervisor Aaron recommended the Board authorize funding of \$500 this year and take the additional request into consideration for next year's budget.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board authorized \$500 funding for the Skaneateles Community Band and amended abstract #23-09 to include the \$500 payment.

Occupancy Tax Update: Supervisor Aaron applauded the Town and Village Boards for the work they did for the Town Hall meeting with State Assemblyman Lemonades. There was a great turnout and Councilor Alexander did a wonderful job running this meeting. The Assemblyman had decided to support the Occupancy Tax for the Town and the Village. This tax would be used to support our tax base. This had been introduced in the Senate and now the Town would have to submit a home rule Request Form. The next step would be to introduce in the Assembly. The Town cannot submit the home rule Request without a bill number from the Assembly.

Supervisor Aaron stated it may be necessary to schedule a special meeting to authorize the submittal of the home rule request once they received the bill number from the Assembly.

Councilor Alexander stated it was a great meeting with the Town and Village Board members and the community. This was a great example of how local government works and how when we work together, we can do great things.

June Town Board Meeting Schedule – Reschedule June 12th Town Board Meeting to June 5th : Supervisor Aaron stated the Board would need to reschedule the 1st meeting in June to June 5th.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board rescheduled the 1st Town Board meeting in June to June 5th, authorized \$500 funding for the Skaneateles Community Band and to amend abstract #23-09 to include the \$500 payment.

Announcements/Correspondence/Updates

- *Central New York Land Trust Letter* : Supervisor Aaron announced a letter of thanks was received from the Central New York Land Trust for the Town's support in the purchase of the O'Neill property and to create conservation Easement on that property.
- *Comp Alliance Safe Workplace Award*: Supervisor Aaron announced the Town had received the Safe Workplace Reward from Comp Alliance for having a safe workplace.
- *Stargazing Event at the Austin Pavilion – May 26th 9:00p.m. -12:00 a.m.*
- *OCWA 2022 Annual Report*: The report from the Onondaga County Water Authority is on file at the Town Hall.
- *Empire State Development Grant Funds Program – Water System Improvements Letter*: Supervisor Aaron announced the Town was not successful in receiving funding from the Empire

**RESOLUTION
OF THE TOWN BOARD
TOWN OF SKANEATELES**

**Procurement of Architectural/Engineering Services for
the New York State Environmental Facilities Corporation Funded
Project No. 19101 Town of Skaneateles Water Supply
Improvements**

WHEREAS, the Town Board desires to comply with the requirements of the State Environmental Facilities Corporation A/E Services Procurement Procedure and implement regulations set forth as defined in 40 U.S.C 1102(2)(A-C)(the "Regulations"), with respect to the adoption of the Proposed Resolution for Solicitation of Engineering Service; and

WHEREAS, the Town will issue and solicit Request for Qualifications to local Engineering Firms for Engineering Services.

BE IT FURTHER RESOLVED that the Town Clerk shall cause notice of Request for Qualifications to Local Engineering Firms by email and publish the Request in the official Town newspaper in accordance with all legal requirements.

The adoption of the foregoing Resolution was moved by Councilor Legg, seconded by Councilor Tucker, and duly put to vote, which resulted as follows:

Janet Aaron	Voting	Aye
Courtney Alexander	Voting	Aye
Sue Dove	Voting	Aye
Chris Legg	Voting	Aye
Mark Tucker	Voting	Aye

CERTIFICATION

I hereby certify that at a meeting of the Town Board of the Town of Skaneateles, Skaneateles, New York on June 5, 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: June 6, 2023


Julie A. Stenger
Town Clerk