

**Town Board Meeting**

**March 7, 2022**

**6:30 p.m.**

**Zoom: Meeting ID: 845 0151 0536 Passcode: 797826**

**Present:** Supervisor Aaron, Councilor Tucker, Councilor Alexander, Councilor Legg, Councilor Dove, Attorney Smith

**Also, Present (via Zoom):** Keri Fey, Miranda Robinson, Paula Powell, Bob Herrmann, Brian Buff, Tim Dobrovosky, Chris Buff, Jason Gabak, Sue Murphy, Kim Benda, Shane Christman.

**Also, Present:** Tim Johnson, Chad Rogers, and Bill Murphy.

**Highway & Water:** Highway Superintendent Tim Dobrovosky reported the surplus inventory at the Highway Department had been sold. They had been out for 19 rounds of snow clearing since the last Board meeting, the F-550 truck had been outfitted with the wing and sander, the one-ton recreation truck had been taken to U-Pick in Auburn for scrap, the highway crew had attended a dig safe class and they continued to do repairs and maintenance in the shop.

**Transfer Station:** Municipal Recycling Liaison/Refuse Officer Brian Buff reported they removed six loads of trash, five open top containers, and three loads of recycling material. The contract for the paint removal with the PaintCare program had been submitted to Councilor Legg and Attorney Smith for review. The lighting in the recycling and garbage buildings had been replaced with LED lighting. Councilor Legg stated the upgrade to the lighting will reduce the energy cost as well. He stated they are meeting with Amy Roller about the start up of the Swap Shop in the Spring.

Councilor Legg stated PaintCare would be providing the Town with the containers for the paint collection and would be training the employees. Town employees are the only ones allowed to handle the paint containers so as to avoid contamination. This program is free to the Town, it is paid for by the surcharge paid to the State from the sale of paint in New York State. The starting date is set for May.

Supervisor Aaron asked with this contract could paint be accepted anytime at the Transfer Station. Brian Buff stated yes, unopened containers of paint could now be dropped off at the Transfer Station anytime the Transfer Station is open.

Councilor Legg reported they are working on new markets for recyclables and would keep the Board updated.

**Planning and Zoning:** Planning and Zoning Secretary Karen Barkdull reported on the open projects report submitted, there are five new open projects. A site plan for a deck on West Lake Road, site plan for a garage on Mottville Road, site plan for an addition at Habermaass Corp., 4407 Jordan Road, an Area Variance at 2803 East Lake Road for a new garage, and a site plan for demolition of existing garage and relocation of new garage at the same property, 2803 East Lake Road. Ms. Barkdull reviewed the status of existing projects still open; 813 West Genesee Street, redevelopment of the Hilltop property, the Planning Board completed SEQR with a negative declaration and would be holding the public hearing on March 15, 2022. Lakelawn – proposed brick and stone masonry wall to replace wood fence along West Lake Road, this project is on hold. Smart – the proposed application for a dock and expansion of the seawall had been revised and would be back on the April Planning Board agenda. Nulty – application is on hold with the Planning Board for the shed, awaiting the owner to apply to the ZBA for variance approval. Chris Graham

– Application pending for re-design of multi-family residences for the RR district. Meunier -The application for eight condominium units in the “Block” building on Jordan Road, is pending with the Planning Board. ZBA approved the variances at their March 3, 2020, meeting and extended the time of approval through March of 2022. Bob Herrmann would be contacting him to close out an open repair permit and remind him of the expiration of the variance approval. Victory Sports – The application is pending as the Applicant is considering the potential for smaller scale development on the property. Other activities included five pre-application meetings, 2 hours of Codes Training, 6 hours of Association of Town’s training – Cannabis and ADU, attended 3 Hamlet Committee meetings, completed the 2022 recap for Building, Planning and Zoning and began preliminary contacts for the RAISE 2022 grant.

Planning and Zoning Secretary Karen Barkdull reviewed the 2021 recap of building and planning & zoning.  
\* Report attached.

**Codes:** Codes Officer Herrmann reviewed the Codes Office report for February 2022, He reported there were 5 new permits issued at a total construction cost of \$217,700 with permit costs for a total of \$ 1,262.40, 19 Certificates of Compliance and 2 Inspections. He reported they are starting to work on fire inspections for 2022. Councilor Tucker stated Mr. Herrmann reported he and Ben Garrett are starting to work on the expired permits and he had been working on new documentation with Miranda and Kim.

Councilor Tucker stated he had been working with the Codes office and Planning & Zoning on the lake legislation and the permitting process in place.

**Parks:** Parks Director Sue Murphy reported she, and Kim Kelly had attended the Farmer’s Market conference. Syracuse Innovations submitted a quote to install internet at the Mandana Boat Launch. Verizon would waive the installation and activation fee and it would be a two-year contract at \$99 per month. This will be great to have internet at Mandana for the safety of the employees and the operation of the cameras. Playday registration would begin March 14, 2022.

**Staff Engineer and Water Department:** Town Engineer Robinson reported on the following:

Water Department:

- Submitted Monthly Operators Report with newly designated operator in charge-Dave Bader.
- Shane attended Dig Safe training.
- Completed Water Supervisor training in Morrisville.
- Vulnerability Assessment Updates/Cyber Security Updates request from DOH

Engineering Department:

- Congratulations to Cindy Meili for making it onto the second round of Military Spouse of the Year.
- Projects in the works:
  - Talcott
  - Vinegar Hill Water District
  - Streetlighting Protocol
  - Camera Concerns
  - Codes calculations
  - RAISE Grant

**Budget :** Bookkeeper Keri Fey reported the 2021 Audit had been wrapped up with Inseno, the Town’s independent auditors and besides that it was business as usual.

Bookkeeper Fey presented the December 2021 and January 2022 Supervisor's Monthly Reports to the Board.

**Minutes of February 17, 2022:** On a motion of Councilor Tucker, seconded by Councilor Dove, and with a (5-0) affirmation of the Town Board, the minutes of February 17, 2022, were accepted as presented.

**Austin Pavilion Presentation:** Supervisor Aaron reviewed the following history on the Austin Pavilion:

- June 2015 Town Board votes to close ice rink at Austin Park Pavilion
- August 2015 Supervisor Sennett holds an informational meeting on the future of Austin Pavilion attended by the Town, Village, Allyn Family, Methodist Church, Y, SVFD, Rotary, Chamber, Press.
- 2016 Phase 1 Renovations begin at Austin Park Pavilion on old locker rooms, with the intent of a 3-phased approach to renovate the entire building. (Phase 2-3 have not happened).  
Skaneateles Nursery School moves into Pavilion paying rent and paid to renovate flooring in lobby and bathrooms.  
Town Board establishes a committee to consider building a new Town Hall. Chad Rogers and Tim Johnson were original members. Nancy Murray is Town Board liaison.
- Jan. 2018 Janet Aaron became Supervisor and Mark Tucker was elected to the Town Board.
- 2018 Village turned over ownership of Austin Park to the Town. Deed filed 4.16.2018.  
Town applied for a matching grant in the amount of \$500,000 with NYS Parks, Recreation and Historic Preservation for park planning. Support for this grant and improvements came from: The Skaneateles Nursery School; SFVD; Rotary; Methodist Church. Unfortunately, the Town was not funded.
- 2018-2020 Discussions began with the Skaneateles Library about locations for a new library on Town property.  
Bill Murphy was brought in to help determine if the Town Hall and Library would jointly fit on the Fennell Street property. Later, how the library might fit on other Town properties.
- April 2019 Town Board authorized the contract for the construction of the new Sims Building- Construction completed in 2020.
- July 2019 Retained Chad Rogers at King & King; Tim Johnson, Anchor QEA; and Bill Murphy, Space Architectural Studio for professional services to support the relocation of Parks from Fennell Street and later, to look at upgrades to the Austin Pavilion, this group assessed building and repair needs such as roof on existing building etc.
- 2020 Courtney and Chris elected to the Town Board. Courtney- liaison to the Parks Dept. COVID continues to be a challenge moving this project forward.
- Oct. 2020 Town Board agreed to make our priority improvements to Austin Pavilion and

Austin Park instead of building a new Town Hall. Continued discussions with the Library regarding Fennell Street.

Worked with Chad, Bill, and Tim to determine the best location for the new building at Austin Park to hold the Parks equipment and vehicles in order to move off of Fennell Street. The need to have Parks in one central location was important to the efficient operation of their business.

Jan. 2021 Courtney and Janet begin discussions with the Nursery School regarding the continued use of the pavilion for their school. Town Board votes to terminate future license agreements with SNS.

March 2021 Notified the Nursery School that this would be the last year for the Nursery School to operate at Austin Pavilion not only due to future construction but in addition, operating our Parks Department became impossible with the restrictions imposed with the school in operation. Worked to help find a new location for the school. New location found at Methodist Church.

May 2021 Agreed to sell Fennell Street to the Skaneateles Library and finalized contract to sell after holding a public hearing. One condition of this sale is that we would need to use the funds to build a new facility for our Parks Department to operate out of and store equipment. This is important for efficient workflow between parks manager and labor workers. Working closer together is a priority of this department to oversee staff.

2021 Continued working with Chad, Tim & Bill to identify needs of Parks Department/New Facility Held 3 informational meetings to hear what the community wanted to see in the pavilion. 2 meetings were held in person at Austin Pavilion and one via Zoom

Comments, Recommendations and Concerns:

- Concern for large events and impact on neighborhood
- Wish List:
  - a. Pickleball- outdoor (many)
  - b. Multipurpose floor for safer playday program (many)
  - c. Indoor/outdoor option (many, Farmers Market)
  - d. Indoor sport practice and training option (many, School & Teams)
  - e. Track loop (many)
  - f. Indoor playground (1)
  - g. Music/arts (many)
  - h. Social Area/Seniors (many)
  - i. Golf Simulator (1)
  - j. Amphitheater (many)
  - k. Charging Stations/Bike Rentals (2)
  - l. Keep for existing events only (1)
  - m. Dog park (2)
  - n. Skate Park (1)
  - o. Cafe (a few)
  - p. Commercial kitchen (1- Fire Dept.)

- q. Large meeting room (many)
- r. Winter beer garden (1)
- s. Net zero building energy (a few)

2021 Began work on design and concept plans and placement of the new building.

2022 Sue Dove elected to the Town Board.

Supervisor Aaron announced Chad Rogers, Tim Johnson and Bill Murphy were here to make a presentation regarding the proposed phases of the Austin Pavilion renovation.

Councilor Alexander stated this is only a preliminary look and preliminary proposal. We don't have anything formal that we're presenting to the public for public comment at this time. These are initial thoughts and renderings that we wanted to share at this meeting to keep everybody up to speed.

Chad Rogers presented to the Board. He stated they started their review in 2019 and were mainly focused on the Fennell Street property because the Parks Department would have to relocate their Fennell Street location due to the sale of the that property. The goals of the initial study were to determine relocation options for on site users and then start looking at Austin Park for the Town Parks Department relocation. They did pre-demolition studies of the Fennell Street property to determine what might be there in preparation for demolition of the buildings in the future.

Chad Rogers stated they spoke directly with the Parks Department staff, and working with the Town Board team, they wanted to get an idea of what the Town Parks needed. They reviewed the existing facilities and talked about what would work for the future.

Chad Rogers reviewed the options for an additional building for the Parks Department on the Austin Pavilion site. This location is important, to keep the Parks Department at one location. He reviewed the locations that had been proposed. The final location that they would recommend for the additional building to house the Parks was on the Jordan Street side of the Pavilion, in the parking lot where the Farmers Market sets up.

With this conclusion they began the study of what the Pavilion could be used for in the future. In 2021 they continued with the Austin Pavilion facility condition assessment, community stakeholder meetings for survey on community uses for the pavilion, conceptual site floor plans for Parks Department and Pavilion community space.

Mr. Rogers reviewed the community priorities for the Pavilion that were discussed at the stakeholders meeting held in 2021: outdoor access to public bathrooms, indoor turf and multi-purpose space, indoor track loop, large operable doors to exterior, social area, performing arts component, exterior pickleball courts, and exterior e-charging area. He reviewed the site plan of the project. This site plan showed the location of the proposed outdoor amphitheater component and the location for the pickleball courts.

Bill Murphy reviewed the proposed floor plan for the existing pavilion and the proposed new Parks building. This diagram showed the location of the proposed building in conjunction with the current pavilion, showing 24' between the two buildings. The new building is proposed on the west side of the pavilion.

The new building would have overhead garage doors for the Parks equipment and vehicles. The plan would be to improve the aesthetics of the existing Austin Pavilion and the proposed building to have a similar design as the Sims Building in Austin Park. The indoor-outdoor restroom is incorporated at the south end of the building. The improvements made by the nursery school would remain in place. These rooms could



be used as community meeting rooms. He reviewed the plan for inside the pavilion, showing the proposed multi-purpose area, the walking path, and the indoor/outdoor stage area. He showed the storage area on the north side of the pavilion. On this storage area there would be seasonal storage and areas for field supplies.

Supervisor Aaron asked why the new building and existing building could not be connected. Mr. Murphy stated that would be a building code issue. Aesthetically it would work better for the space. The drainage would be difficult if the buildings were connected. He could not see any benefit to adjoin these buildings.

Mr. Murphy reviewed conceptual plans with the Board. Mr. Rogers reviewed the possible funding sources and the next steps of the project. The next steps would be:

#### Phase 1

New Town Park Building, exterior pickleball courts, reconstruct tennis courts, reconstruct Austin Park walking path and the Town wide sign project.

#### Phase 2

Austin Pavilion renovation (interior & exterior), Austin Pavilion outdoor accessible public bathroom addition, and Austin pavilion amphitheater.

He stated the next steps would be to create a detailed design development and cost estimating, with value analysis to provide best product within the Town's budget, community engagement, Board approval, permissive referendum, bid and construct.

Supervisor Aaron stated the community is fortunate to have these professionals working on this project.

Mr. Rogers reviewed the preliminary project schedule. He reviewed the contract the Board is considering and their recommendation to approve the professional design services for 1A which include the following tasks:

**Architecture:** Continue to aid in the design and strategic discussions. Compile photos and provide two updated 3D rendering views of improvements proposed for both buildings. Provide updated floor plan and 2D building elevations.

**Site:** This task will develop initial base mapping for the entire project site to capture the location of each of the primary elements of the project. The existing boundary survey will be utilized which does not include the current topography. The key existing site features will be identified on the drawings including the current conditions and proposed new modifications (e.g., buildings, pickleball, amphitheater, paved and parking areas, etc.). Any other materials that identify dimensions of existing structures (e.g., size of drainage piping) can be provided by the Town for inclusion on the drawings. It has been assumed that two drawings will be developed as part of this effort including a base map of current conditions and a site layout of the proposed modifications. This would be intended to support initial screening discussions with other stakeholders.

**Meetings:** Prepare for and attend two meetings with Town 'design group', one meeting with Town Board, and one preliminary meeting with Village.

Supervisor Aaron reviewed the proposal submitted by Chad Rogers and asked the Board to consider the additional professional services for Phase 1A/1B:

**Site Survey Update:** Add 1'-0" topographic survey, visible site utilities, structures, drives, parking for areas including tennis courts west to Jordan Street bounded by Austin Street and Jordan Road south baseball field.

Environmental: The completion of the building hazardous materials evaluation of the Austin Pavilion will be managed by Anchor QEA with subcontractor Artic. Similar to the execution of the Town buildings along Jordan Street, Artic will collect samples as summarized below and submit for analysis. Results will be documented in a summary report to identify the conclusions and key findings that will support the design and cost estimating.

Councilor Tucker asked if it was possible to incorporate the existing bathroom for the outside access bathrooms. Chad Rogers said it would be difficult to change the configuration of the plumbing and it would not fit to code and the current bathrooms are not ADA compliant. Councilor Tucker asked if this proposed location is the best location for the restroom. Bill Murphy stated it would be a good access to the baseball fields.

Councilor Alexander stated this proposed location can be accessed from the multi-purpose area as well as the outside. This is a good design; they would not have to open up the main building if there was an event in the pavilion. This location is tucked away but easily accessible.

Councilor Dove stated this area is used by the fireman for cooking during the Firemen's Field Days. Councilor Dove asked if pole barn construct had been considered? This type of construct is less expensive. Chad Rogers stated since it is a separate structure it would be a lower cost. Bill Murphy stated pole barn construction would be difficult due to the grade. There is a steep grade and pole barns are designed for flat areas. This design would need to be built on a foundation. They could look at not heating the facility. Councilor Alexander stated we need to consider the needs of our Parks Department and having some heated areas are important. And we need to build the structure aesthetically pleasing to the neighbors on Jordan Street, a pole barn type of building is not the look we want to put into the neighborhood.

Councilor Dove stated this project has a big dollar amount and they should look at all the options.

Supervisor Aaron stated the Austin Pavilion was built over 50 years ago and was built well. The cost of construction will never go down and it is important what we build to last into the future.

Councilor Alexander asked Chad Rogers if starting with Phase 1A is a good approach to take, is 1B depended on these options. Mr. Rogers stated yes this is a good start. We need to start looking at the grading of the property. The other optional piece is the environmental testing. This would have to be done before any construction can occur. He recommended doing the environmental testing at this stage to be prepared for future stages. Having this done early in the process is important. The Board agreed.

On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board, the Board authorized Chad Rogers, Tim Johnson, and Bill Murphy to move forward with design services for Phase 1A with additional services to include the topographic survey and the environmental testing for a cost of \$32,320.

**2022 Farmers Market Rules and Application:** Parks Director Sue Murphy submitted the 2022 Farmers Market application to the Board. She stated the only change this year is the hours. Thursdays would be 3:00p.m. -6:00 p.m. and Saturdays are 9:30 a.m. -12:30 p.m.

On a motion of Councilor Dove, seconded by Councilor Alexander and with unanimous (5-0) affirmation of the Town Board, the 2021 Farmers Market Application was approved.

**2022 Highway 284 Agreement:** Highway Superintendent Dobrovosky reviewed the agreement between the Highway Superintendent and the Town of Skaneateles pursuant to the provisions of section 284 of the Highway Law agreeing to how the moneys levied and collected in the Town for repair and improvement of

highways shall be expended. Roads that will be improved in 2022 include County Line Road, not to exceed more than \$183,821.62, Irish Road, not to exceed \$22,536.00, School Street not to exceed \$19,980. Totaling \$226,337.62 in CHIP Funding. Seal coat of oil and stone on Giles Road, Hencoop, Weeks, Heifer and Albring not to exceed \$94,426.65.

Supervisor Aaron stated these were all in the approved 2022 Town of Skaneateles Budget.

On a motion of Councilor Alexander, seconded by Councilor Tucker the 2022 Agreement between the Highway Superintendent of the Town of Skaneateles, Onondaga County, New York, pursuant to the provisions of Section 284 of the Highway Law was approved.

\*Agreement attached

**Transfer Station Laborer II Position:** Supervisor Aaron announced there is an open full-time position at the Transfer Station.

On a motion of Councilor Dove, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board authorized to readvertise for the Laborer II full-time position at the Transfer Station.

**Conservation Area Update:** Councilor Alexander stated there are a few projects coming up at the Conservation Area. Unfortunately, they have discovered the hemlock wooly adelgid have infected some of the trees at the Conservation Area. Randy Nonnenmacher has been working with Baltimore Woods, where they had also been found. They have reached out to the County to see if they had any resources for this infestation. We are looking to fund the treatment of these trees in the Spring to try and save the trees. They had also identified the steps at Guppy Falls need to be replaced. The Conservation Committee would be bringing to the Board a proposal for these projects at the Conservation Area. There is also the ash tree removal that is still in process. Councilor Alexander stated the new trail markers had been installed.

Supervisor Aaron stated the Conservation Areas are highly used and these are important projects.

Councilor Legg stated they are having a speaker from Cornell at the Sunrise Rotary to discuss the Hemlock Wooly Adelgid and the Board was welcome to attend.

#### **Announcements/Correspondence/Updates**

▪ *Letter to Cayuga County from Town of Sennett, re: Franklin Street Speed Limit:* Supervisor Aaron announced Town Supervisor of Sennett, Tom Blair sent a letter to Cayuga County regarding a speed reduction.

▪ *NYS DOT regarding Speed Reduction on Old Seneca Turnpike:* Supervisor Aaron announced the NYS DOT had contacted the Town Clerk for some additional paperwork on the request for a speed reduction on Old Seneca Turnpike. They said they would conduct the study on Old Seneca Turnpike from Fennell Street to the County Line.

▪ *Update – Zoning Code:* Supervisor Aaron announced the Planning, Zoning and Town Boards had a good meeting last Saturday and had scheduled another meeting for April 20<sup>th</sup> at 3:30 p.m.

On a motion of Councilor Alexander, seconded by Councilor Tucker, and with unanimous (5-0) affirmation of the Town Board, the Board scheduled a joint meeting with the Planning and Zoning Boards for April 20, 2022.

**Public Comment:** No public comments.



**Abstract #22-01:** On a motion of Councilor Alexander, seconded by Councilor Dove and with unanimous (5-0) affirmation of the Town Board vouchers #22-0226 - #21-0287 were authorized from the following funds:

General Fund:	\$ 18,799.75	Highway:	\$35,397.73
Water:	\$ 23,473.67	Part Town	\$ 4,619.86
Hwy Part Town	\$ 2,109.17	Sewer:	\$ 1,111.87
T& A	\$ 11,435.10	Lighting	\$ 399.67
<b>TOTAL:</b>	<b>\$97,346.82</b>		

**Budget Amendments:** No Budget Amendments

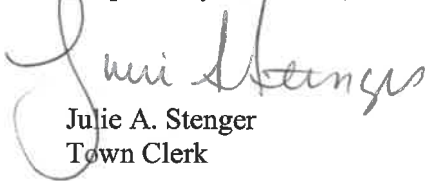
**Executive Session:** On a motion of Councilor Alexander, seconded by Councilor Tucker and with unanimous (5-0) affirmation of the Town Board the meeting was adjourned to Executive Session at 8:00 p.m. for attorney advice and discussion of personnel.

On a motion of Councilor Legg, seconded by Councilor Alexander the meeting was returned to open session at 9:30 p.m.

On a motion of Councilor Tucker, seconded by Councilor Alexander, and with unanimous (5-0) affirmation of the Town Board, the Board authorized an appraisal of the Chapman property adjacent to the Conservation Area for an amount not to exceed \$1,000.

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 9:31 p.m.

Respectfully Submitted,



Julie A. Stenger  
Town Clerk