

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York.

PRESENT: Supervisor Bean, Councilor Fesko, Councilor Ireland, Councilor Hanlon and Councilor Venezia.

ALSO PRESENT: Codes Officer Howard Tanner, Highway Superintendent Cherry Randall, Town Clerk Lisa Valletta, and Accountant Thomas Chartrand.

Supervisor Bean called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

COUNTY LEGISLATOR MICHAEL PLOCHOCKI

The Honorable Michael Plochocki, Onondaga County Legislator, 6th District, announced the award of grant monies to the Town of Spafford for work at the Borodino Hall. Mr. Plochocki provided a summary of the Legislature’s budget and explained the grant monies are not available every year.

PUBLIC COMMENTS

Steve Greczyn

Mr. Greczyn voiced his frustration with the town and commented on the Church Road culvert project and the Moon Hill Road culvert project. He added he is awaiting action on a personnel complaint he filed.

MINUTES

A motion to accept the minutes of the July 9, 2015 and July 25, 2015 meetings was made by Councilor Fesko, seconded by Councilor Ireland. The motion PASSED. AYES – 5, NAYS – 0.

RESOLUTION 61-2015

Abstract #8 – General (Including Community Development) & Highway Funds

On a motion by Councilor Ireland, seconded by Councilor Venezia the following resolution was PASSED
AYES – 5 Bean, Fesko, Ireland, Hanlon, Venezia
NAYS – 0

Resolved payment of General Fund Abstract #8 & Highway Fund Abstract #8 is approved. (Audited abstract totals will be reflected in the September 2015 Town Board meeting minutes.)

ABSTRACT #7 – JULY 9, 2015

Audited bills for Abstract #3 were as follows:

General Fund	vouchers 210 – 239	\$ 14,770.11
Highway Fund	vouchers 72 - 79	\$ 21,770.68

HIGHWAY REPORT

Highway Superintendent Cherry Randall (Supt Randall) read the timeline for 2015 correspondence and activity on the garage floor drains:

- July 16 – Supt Randall received a copy of the Dept. of Environmental Conservation (DEC) violation report.
- July 20 – Supt Randall met with 2 members of the Highway Advisory Committee (HAC) to discuss the drains. HAC advised removal of the accumulated sludge to the outside of the building then sealing the drains.

- July 27 – Supt Randall received an estimated cost and scheduled date to vacuum and line jet the drains, lines and catch basins.
- August 3 – drains, lines and catch basins were cleaned as described at a cost of \$2,706.95.
- August 4 – Floor drains in the Highway garage were closed and sealed with concrete.
- August 12 – Supt Randall suggests installation of a sealed unit with OWS and storage tank for residual H₂O. A \$4,900 quote for engineer’s design for Oil Water Separator (OWS) to be used for permitting and construction has been received. Supt Randall estimates cost of installation by the Highway crew at \$3,000. The cost for removal of residual H₂O from the storage tank is estimated at \$300 per tank (versus \$0.80 per gallon for contaminated H₂O plus \$2.25 per gallon for sludge).

Supt Randall proposed the engineered design and accompanying expense would be unnecessary, the Highway crew could install the separation system. Supervisor Bean requested more information and suggested a Town Board workshop session to review and discuss the project. Supt Randall asked what additional information is being sought. Supervisor Bean explained she would like to know the options and potential costs. Supt Randall responded the cost of installing the oil/water separation system with an engineer’s design would be approximately \$10,000. The installation by the Highway crew would cost approximately \$3,000.

There was discussion of the original DEC violation report and potential remedies. Supt Randall reported the DEC will allow a completely enclosed underground system. Supervisor Bean reminded the Board of the need to respond to the report within 30 days of issuance. Following additional discussion, it was decided Supervisor Bean will submit a letter to DEC describing the clearing and sealing of the drains and the planning of a permanent solution.

RESOLUTION 63-2015

Work Session

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was
 PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia
 NAYS – 0
 ABSTAIN – 1 Fesko

Resolved to conduct a Work Session on Thursday, September 3, 2015 at 7 p.m. for further discussion of the Highway garage floor drains.

RESOLUTION 64-2015

Town Board Change of Meeting Date and Time

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was
 PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia
 NAYS – 0
 ABSTAIN – 1 Fesko

Resolved to convene the regular September 2015 meeting of the Spafford Town Board on Thursday, September 3, 2015 at 8 p.m.

RESOLUTION 65-2015

Amend 2015 S284 Agreement

On a motion by Supervisor Bean, seconded by Councilor Fesko the following resolution was
 PASSED AYES – 4 Bean, Fesko, Ireland, Venezia

NAYS – 1 Hanlon

Resolved to amend the 2015 S284 Agreement to include a third culvert on Moon Hill Road with added expenditures not to exceed \$5,000.

CHURCH ROAD CULVERT WING WALLS

Supt Randall reported all necessary permits have been received and materials and equipment have been ordered. Supt Randall expects the work to be completed before the October 1 deadline set by DEC.

SALT SHED

Supt Randall has been working with Onondaga County and NYS DOT to obtain millings for a base. The millings are free and provide a base for any future construction. Supt Randall has spoken with other towns for information on what options are available. There are six vendors in NYS for salt sheds, all are reputable. Supt Randall will have additional information for the September 3rd work session.

HEAT/AIR CONDITIONING FOR HIGHWAY OFFICE

A heating/air conditioning unit has been installed in the Highway office.

SAND/GRAVEL/STONE PURCHASING

Supt Randall reported two vendors offer lower prices than the County contract, Fey’s Gravel Pit is the cheapest. Mr. Chartrand advised if the total purchase value is over \$10,000 a formal sealed, bid package is required by the Town’s Procurement Policy unless the purchase is made on State or County contract or a piggy-backed contract.

Supervisor Bean and Councilor Hanlon voiced concerns about the dirt content of the sand and suggest obtaining washed sand.

ADDITIONAL HIGHWAY ITEMS

- Mowing has been completed on roadsides.
- Repairs to the grader, truck #3, truck #2 and truck #12 have been made.
- Ditching and culvert cleaning where needed has been completed along Bacon Hill Road.
- Potholes on Willow Hill Road, Spafford Landing Road, Masters Road, and Bockes Road have been patched.
- Sign and marker repairs have been made on Bacon Hill Road and the No Parking sign on Bockes Road (at Borodino Landing) has been replaced.
- Shared services consisted of:
 - Spafford trucks in Tully for 24 hours
 - Spafford trucks in Otisco for 32 hours
 - Marcellus trucks in Spafford for 48 hours

CODE OFFICER’S REPORT

Mr. Tanner’s reported on the following activity for July/August 2015:

- Building Permits
 - 2743 Widewater Lane – garage
 - 1705 Sanctuary Lane – addition to residence
 - 2055 Willowdale Road – deck
 - 3255 Stanton Road – shed
 - 2008 Lower Burma Road – new residence
 - 175 Five Mile Point – shed

- 2660 Pine Grove Road – Special Permit – dog breeding business
- 2125 East Lake Road – deck

- C/O’s Issued
 - 2765 Hardscrabble Point – addition to residence
 - 2597 Nunnery Road – pole barn

A motion to accept the Code Officer’s Report was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 5, NAYS – 0.

TOWN CLERK’S REPORT

A motion to accept the Town Clerk’s Cash Report for July 2015 was made by Supervisor Bean, seconded by Councilor Fesko. The motion PASSED. AYES – 5, NAYS – 0.

TOWN SUPERVISOR’S REPORT

The Town Supervisor’s Monthly Report for July 2015 was read by Accountant Thomas Chartrand and filed. A motion to accept the Town Supervisor’s Report for July 2015 was made by Councilor Ireland, seconded by Councilor Fesko. The motion PASSED. AYES – 5, NAYS – 0.

RESOLUTION 66-2015

Budget Transfer

On a motion by Councilor Fesko, seconded by Councilor Venezia the following resolution was PASSED

AYES – 5	Bean, Fesko, Ireland, Hanlon, Venezia
NAYS – 0	

Resolved the following General Fund, Highway Fund, and General Fund/Community Development Budget Transfers are authorized:

GENERAL FUND

FROM:	A599	Surplus, J-Cap Grant	\$ 15.00
			<u>\$ 15.00</u>
TO:	A1110.4	Justices, Equipment	\$ 15.00
			<u>\$ 15.00</u>

HIGHWAY FUND

FROM:	DA510	Estimated Revenue, County Winter Severity	\$13,500.00
	DA510	Estimated Revenue, MultiModal Grant	\$50,000.00
	DA510	Estimated Revenue, CHIPS Winter Severity	\$ 7,802.00
			<u>\$71,302.00</u>
TO:	DA9060.8	Employee Benefits, Hospital	\$13,500.00
	DA5110.2	Repairs, Capital Outlay	\$50,000.00
	DA5112.3	Improvements, Capital Outlay	\$ 7,802.00
			<u>\$71,302.00</u>

TOWN BOARD MEETING

August 13, 2015

GENERAL FUND/COMMUNITY DEVELOPMENT

FROM:	CD510	Estimated Revenue	\$21,000.00
			<u>\$21,000.00</u>
TO:	CD7520.2	Historical Property (Grange Lift), Equipment	\$21,000.00
			<u>\$21,000.00</u>

RESOLUTION 67-2015

July 2015 Bank Reconciliation

On a motion by Councilor Fesko, seconded by Councilor Ireland the following resolution was
 PASSED AYES – 5 Bean, Ireland, Fesko, Hanlon, Venezia
 NAYS – 0

Resolved to find a positive audit of the July 2015 bank statement as presented by Mr. Chartrand.

ACCOUNTANT’S NOTES

- NYS Comptroller’s Office Property Tax Cap chart indicates the 2016 Inflation Factor is 0.73% setting the Allowable Levy Growth Factor at 1.0073.
- The next submission deadline for CHIPS reimbursement is November 5th; payment would be received by December 15, 2015. With anticipated large expenditures in the last quarter of the year, Mr. Chartrand advises the Board be cautious to avoid exceeding the available cash flow. Grant documentation should be submitted as quickly as possible for reimbursement.

RESOLUTION 68-2015

Third Party Custodian Agreement (Collateralized Municipal Deposits)

On a motion by Supervisor Bean, seconded by Councilor Fesko the following resolution was

PASSED AYES – 5 Bean, Ireland, Fesko, Hanlon, Venezia
 NAYS – 0

Resolved to authorize the use of Eligible Securities and Eligible Letters of Credit as collateral as pledged to secure its deposits that exceed FDIC coverage; and further authorize the Town Supervisor as Chief Fiscal Officer to execute a Third Party Custodian Agreement governing the arrangement, as required under NYS General Municipal Law.

RESOLUTION 69-2015

Work Session

On a motion by Supervisor Bean, seconded by Councilor Venezia the following resolution was
 PASSED AYES – 5 Bean, Fesko, Ireland, Hanlon, Venezia
 NAYS – 0

Resolved to conduct a Work Session on Tuesday, September 8, 2015 at 7 p.m. for a pre-budget meeting with department heads.

RESOLUTION 70-2015

Budget Work Sessions

On a motion by Councilor Ireland, seconded by Councilor Fesko the following resolution was
 PASSED AYES – 5 Bean, Fesko, Ireland, Hanlon, Venezia

RESOLUTION 72-2015

Cemetery Superintendent

On a motion by Supervisor Bean, seconded by Councilor Fesko the following resolution was

PASSED AYES – 5 Bean, Fesko, Ireland, Hanlon, Venezia
 NAYS – 0

Resolved to advertise for applicants for the position of Cemetery Superintendent at the amended salary of \$6,600.

Town Attorney Scott Chatfield arrived at 9:15 p.m.

DRAINAGE ISSUE –2437 EAST LAKE ROAD

Supervisor Bean acknowledged Mr. James Lantierre, present on behalf of the residents in the area of 2437 East Lake Road. Mr. Lantierre explained the flow of water through the culvert under State Route 41 has increased and is rapidly eroding the property bordering the water’s path. The residents suspect the water’s path on the east side of State Route 41 has changed and the change is the cause for the increase flow and erosion. Hwy Supt Randall mentioned she contacted Mark Burger at Onondaga County Soil & Water Conservation District (OCSWCD). Mr. Burger has not had recent correspondence with the affected owners.

There was a discussion of the issue and suspected causes, including two years of above average rainfall. Mr. Lantierre agreed to contact OCSWCD to discuss the concerns.

COMP-ALLIANCE SURVEY

Supervisor Bean reviewed the list of recommendations resulting from the evaluation conducted by CompAlliance:

- ~ Security
 - > Courtroom design does not meet minimum standards – chairs must be connected or fixed together or to the floor; judge and clerk need an escape route; all windows should be covered.
- ~ General safety
 - > State mandated training programs – the Town needs to comply with required training.
- ~ Policies and procedures
 - > Written safety programs are in need of updating and provided to all employees.
 - > Workplace violence policy is insufficient and does not meet all requirements under the NYS 2007 law.
- ~ Life safety
 - > Highway department needs and emergency shower and an eye wash station; both require potable water

PROPANE SUPPLIER

Supervisor Bean solicited estimates for connection of the new propane tank to the existing Town Hall water heater. The connection includes a T-connector to allow future lines. The estimates do not include excavation; that will be done by the Highway Dept. The lowest estimate was \$2,200. Supervisor Bean is awaiting additional estimates and requested authorization to contract with the lowest bidder. Following a brief discussion the matter was tabled until the September 3, 2015 meeting.

BORODINO LANDING

Supervisor Bean reported receiving complaints that contractors are using the Skaneateles Lake access at Borodino Landing without regard for the citizens using the area to enjoy the lake. Supervisor Bean

contacted the contractors and one has offered to clear the large boulders in the access area as an apology for the disruption. Councilor Hanlon mentioned there are large planters within the highway right-of-way.

ZONING BOARD OF APPEALS

Mr. Douglas Taylor has tendered his resignation from the Zoning Board of Appeals. The resignation was submitted July 13, 2015 and Supervisor Bean ordered an advertisement be placed in the Skaneateles Press for applicants. One application was received. Supervisor Bean recommended arranging an interview with the applicant and renewing the advertisement to allow for additional applicants. Councilor Ireland suggested interviewing the applicant and if the Town Board is not satisfied then the application time could be re-opened.

A motion was made by Councilor Fesko to table the appointment until the Town Board members have interviewed the applicant, (said interview to be as and when each member deems appropriate but before September 3, 2015), with the intent being the Town Board will decide on September 3, 2105 to proceed with the appointment or seek additional applicants. The motion was seconded by Councilor Venezia. The motion PASSED. AYES – 4 (Bean, Fesko, Ireland, Venezia), NAYS – 1 (Hanlon).

TOWN BOARD MEETING PROCEDURES

There was a discussion of the *Rules of Procedure for the Orderly Conduct of Town Board Meetings* established by the Town Board in January 2014.

PRIVELEGE OF THE FLOOR

A motion was made by Councilor Ireland, seconded by Councilor Hanlon to extend the privilege of the floor to Steve Greczyn. The motion PASSED. AYES – 5, NAYS – 0.

Mr. Greczyn stated he believes the Church Road culvert wing wall project will be completed by October 1st and requested the road remain closed until the repair work is complete.

A motion was made by Councilor Venezia, seconded by Councilor Fesko to extend the privilege of the floor to Chad Marsh. The motion PASSED. AYES – 5, NAYS – 0.

Planning Board Chair Chad Marsh commented on the delay for submission of the Zoning Ordinance revisions. He reported the Planning Board finished their work on the revisions and expected it to be submitted to the Town Board at this meeting.

ADJOURNMENT

A motion to adjourn the meeting at 10:30 p.m. was made by Councilor Fesko, seconded by Councilor Ireland. The motion was carried unanimously.

Respectfully submitted by,

Lisa M. Valletta
Town Clerk
Town of Spafford

Next meeting to be held
Thursday, September 3, 2015 @ 7 p.m.
@ Spafford Town Hall
*This will be a work session to be followed
by the regular business meeting at 8 p.m.*