

Silver Lake Institute
Board of Trustees Meeting – August 17, 2024

Present: Colleen Christmann, Kevin Colburn Bob Cook, Julie Hoffner, Brad Huber, Jill Knitter, Jim Kwiatkowski, Aaron McConnell, Jeanne Owens, Bill Schaefer, Kris Schultz

Absent: Tom Kraft

Visitors: Craig Bateman, Larry Beman, Steve Re, Joe Szwaczkowski, Mark Ternowski,

Opening Prayer: Larry Beman

Declaration of Quorum: 11 of 12

Election of Officers

- Colleen Christmann made motion to keep remaining officers with the addition of Jeanne Owens replacing Peggy Phillips as Secretary.

Motion to approve: Colleen Christmann / Second: Bill Schaefer / All in favor

Visitor's Concerns:

- Mark Ternowski - Trees/Thompson Road. Road has been roped off with caution tape. Discussion regarding burying a post with regard to the treated line, NYSEG pulling the post but not being able to get trucks through to where the post is. NYSEG is responsible for trimming their own trees. Kris made recommendations to make this area a walkway, golf cart-accessible only with a removable post for pass-through. Kris will set grades on the berm asking adjacent neighbor to water grass with sprinklers (equipment provided by SLI). Stakes will be placed this weekend. Three inches of top soil has to be placed where marked. Kris further explained process. Kris will send email when volunteers are needed to help. The catch basin collects 90% of the water. NYSEG has been inspecting poles within the community.
- Steve Re - Epworth sound issue. Steve explained the process with the current sound equipment and is asking for a second set of the Shure components which has a lavalier and mic remote. The other problem is that one has a frequency problem with the current lighting. They cannot work together. Approximately \$600/set. This system can only be used at Epworth. Range is approximately 300'.

Motion to approve purchase of sound equipment: Bill Schaefer

Second: Julie Hoffner / All in favor

- Joe Szwaczkowski - Garbage bins. 60% of garbage is placed in bins without bags. The garbage company currently use does not recycle. There would be more of a cost to residents to recycle. We have one more year with the current company. Craig feels that residents would not be willing to recycle and not separate properly; therefore, Derrick would be responsible for separating. Craig suggests forming a committee to research companies who would also be responsible to inform and educate neighbors. Research need to done to see where neighbors can take recyclables. Also need to take into consideration that SLI has private roads where trucks will not go. Status quo until next year when research should begin. Discussion ensued with possible solutions.
- Mark Ternowski built a fire pit and wishes to place five 6' good-neighbor panels. Craig to given Mark permit for completion and submission.

Bookkeeper/Registrar: Craig Bateman

- Committee budget numbers need to be submitted by the end of August to Craig or Jill for consideration
- Taxes:
 - Waterfronts are just under 50% collected
 - \$118,000 are in; short approximately \$13,000
 - 17 remain unpaid – Craig will send out reminder letters in the upcoming week

COMMITTEE REPORTS:

Finance: Kevin Colburn

- Draft budget will be presented at the next meeting
- Submit your proposed committee budgets for 2025 within the next two weeks

Investments: Kevin Colburn

- Balance in the Community Foundation is \$117,744.69 as of June 30, 2024
- YTD return is 1.1%

Spiritual Life: Larry Beman

- Once again, we are enjoying our summer worship experiences at the lake. We have had a variety of speakers, both from the area and from the Western New York region. Our offerings seem to have increased considerably since we made the change to give 50% to the Asbury Retreat Center for their feeding ministry.
- This Sunday's service will be "Christmas in the Summertime" with Eric Kelly. He will lead us with Christmas carols and related scriptures. We will also collect school supplies for Community Action to distribute to children in the area.
- By the next meeting Larry will be able to give a wrap up of the season, present a proposed budget, and share plans for 2025

Programs: Julie Hoffner

- Program Committee Report for July and August
 - 5 concerts: Attendance 800, donations \$872; cost to SLI \$2,000
 - 2 Coffee Houses: Attendance 110, donations \$109; cost to SLI \$500
 - "Speakers": Attendance 9 (0 for SLE workshop), cost to SLI \$30
 - Quilting: Attendance 54
 - Art Show: 8 Artists, many lookers and buyers
 - Bike Parade. 50 children and many adults
 - Dessert on the Dock: 98 adults, 9 children
- Work will be beginning in the next week for the 2025 season
- Grant application is \$5,000 max per year
- As of yet ... still no grant money

Playground: Peggy Phillips

New saucer swing purchased and installed

Silver Lake Association: Peggy Phillips

- SLA had their annual members' meeting on August 10 at Epworth Hall. SLA was very excited about moving future meetings to Epworth. Will work with SLI Board to determine if there will be any fee or not. Steve Re (my alternate tract rep) provided audio/visual support for the meeting.
- Meeting opened with guest speakers:

- Town Supervisors from Perry and Castile pledged support to continuing efforts of CLEAN to keep lake conditions improving - leaf and weed issues; dredging awareness. Also discussed the latest policies on short-term rentals (STR). One resident emphasized that we should not be labeling the properties as "AirBnB" since most are not actually part of the AirBnB system. Should use the term STR.
- Castile Historical/Museum Rep discussed the numerous museum-sponsored activities in the county. She is related to Mary Jemison and gave a video presentation on her history.
- Rivellino Realtors introduced themselves and discussed the current real estate market surrounding Silver Lake.
- The Silver Lake Boat Custodian reviewed the goals of the boat program at the State Park launch to combat invasive species entering the lake. He had numerous statistics for the current year.
- Frank Bright reviewed CLEAN activities. Reported that the Golf Tournament was very successful. Net receipts were the highest yet. More info at clean@silverlake.org
- All officers up for re-election were approved by voice vote from the general membership.
- Members also approved motions to eliminate October meetings and the April meeting will continue as a Zoom meeting.
- More information can be found at silverlakeassociation-wny.org
- Should the board allow SLA to continue to use Epworth for their monthly meetings on the second Saturday of the month. These meeting do help our grant progress. Brad suggested creating a rubric. If donation is received, funds to be put into Epworth-restricted account. SLA appeared to be self-sufficient. They brought their own coffee pots. Mark Ternowki has offered to help setup chairs in the future, etc. Suggestion made to provide a parking plan and fee structure. Rules Committee to follow-through.

Children's Program: Peggy Phillips

- Movie in the Park featuring Moana on Saturday, August 17, hosted by Brant Penman and Lisa Schiske
- Butterfly project at Bishop Burt Park gazebo on Saturday, August 31, at 10am
- Family Wheels Parade Sunday, September 1, at 1pm ending at Bishop Burt Park with ice cream

Legal Affairs: Kevin Colburn

- Devon recommended that I notify our insurance carrier regarding the fatal tree accident on August 2, 2024. I did this. I have been playing phone tag with a couple of insurance adjustors. Hopefully I will be able to contact them before our meeting. If I do, I will give the Board a verbal update.
- Voicemail and email received from assessor that deals with AirBnb who is asking about deeds and property lines.
- Joe Szwaczkowski informed board that EMS is responsible for paying contractors during a “disaster” then EMS handles the insurance claims for reimbursement

Partial Grounds Report: Kris Schultz

- We have received two contractor estimates for paving. Kris has a third company that also plans to bid on the work. The two current bids covering all the areas that need attention came in at about twice the amount in our 2024 budget, so he will need to reduce the amount of paving for this year. The remaining areas will be carried over to 2025. Kris will get updated estimates from all bidding contractors for the reduced scope of work. Paving will be scheduled after the close of our summer season - September or October.
- Kris received a second contractor’s bid for the repair of the sink hole on Lakeview Ave. Both contractors left the top-end open because they cannot determine the magnitude of the repair until they dig up the sink hole. Kris plan to have this repair completed prior to paving so the area Lakeview pavement lost to excavation can be paved.
- Kris will be setting grade stakes at the 3935 Thompson Ave property so final grading and seeding can be completed by SLI volunteers. We need to speak with Ross concerning removing the fill he placed at the base of the telephone pole per NYSEG comments.
- The Board need to discuss the future use of the south end of Thompson Avenue and put a plan in place. Kris recommends we mark out the Thompson Avenue right of way from Hamline to Chatman, work to restore a walking/golf cart path and set removable/locking posts at Chapman to prevent cars and trucks from using the right of way. The Board will need to show all the adjacent owners where the right of way is, etc.
- In light of the recent tree issues, Kris would recommend that getting a “fresh” review of our current handbook from our current insurance carrier and possibly from an independent attorney that specializes in limiting municipal liabilities, etc.

- Kris would like to purchase a hand-held auger for less than \$250. Kris will include Derick with choice and purchase.

Motion to approve purchase of auger: Colleen Christmann
Second: Jill Knitter / All in favor

- Discussion regarding the purchase of a brush attachment to the tractor for sweeping road rock

Partial Grounds Report: Jill Knitter

- Trees throughout SLI have started to be removed this week by Steve Calaro. We have used most of the \$10k budget.
- Jill would like to discuss the tree permit process in light of the recent incident
- Japanese knotweed - \$2,500 for two treatments in four locations within SLI. Kevin feels these two sprays will not take care of it. Would need buy-in from two homeowners. 75% of the cost through Wyoming County and CLEAN. State program suggested by Jim – evasive species. Discussion ensued. Will continue through email.
- Tree donation suggestions were discussed of how, when, where. No further decisions were made.
- Tree management program – many calls received for an education seminar.

Lakefront: Jill Knitter

- Waiting for bids to come in on the repair/shoring up the marina dock and repair of the blue dock. Two contractors – Riverside Masonry and Cassidy Masonry. Cassidy will also look at sinkhole as well as Hulme. All three have different ideas with how to repair the Blue Dock. We will await bids to determine the best course of action. Bids will be offered to Grants Committee for possible assistance.

Treasurer’s Report: Jill Knitter

- Committees submit budgets for 2025

General	\$130,585.00
SLE	23,313.86
Rental	8,004.77
Epworth	1,162.31
Reserve	<u>51.00</u>
Total	\$163,117.14

Reimbursed for French Drain and Historic District funds which are restricted.

Hoag: Jim Kwiatkowski

- Two bids for repointing the masonry have been received for approximately \$5,500. Jim to create a proposal and present to the Board.
- Currently receiving bids for repainting the exterior
- Will research carpentry bids for replacing the rotting window frames
- Thanks to Larry Beman for building a cabinet for the old sink and removing the commode in the storage area
- Discussion regarding window coverings – roller blinds possibly as hardware is already in place and UV film to upstairs windows. Jim to pursue.

Stoody: Bill and Kathy Schaefer, Linda Mairs

Saturday Morning Cafe is going well. Stoody has gotten a lot of use with program activities and residents using it for family gatherings. It was also in full use for the Silver Lake Experience.

Silver Lake Experience: Kathy Schaefer

- The 5th Silver Lake Experience was a huge success. Besides our 20 plus committee members, we also had 45 volunteers and 7 logistics members who were not on the committee. The workshops and entertainment were praised immensely. The grace and respect by which everyone continued after the unfortunate tragedy was lauded by the participants.
- This past Thursday Kathy and Bill Schaefer, Loren Penman and Sharon Pratt officially retired from the SLE committee. They have recommended four SLI residents to the committee to help keep the event going.
- Lastly, financials for the event are still being worked out. A guesstimate is that there will be about \$8,000 remaining as seed money for SLE 2026. That is only an estimate.
- Kevin requested accounting

Long Range Planning: Bob Cook and Tom Kraft

- Brick pathway to be sealed

Communication Committee: Colleen Christmann and Jeanne Owens

- Work continues on the re-purposed Methodist sign for the Burt Park Information Sign. Posts to be dug hopefully this weekend. Brad to finalize restoration. 811 to be contacted before digging. Proposed glass to be purchased. Colleen to contact town and/or Derrick for stump grinding.
- Discussion of Word Press plug-in for Heritage Walkway
- Appreciation Dinner will be held on August 27th

Grants Committee: Brad Huber

- SLI has received reimbursement for the first part of Phase I (water intrusion) of the CFA Grant. NO CASH MATCH FROM THE INSTITUTE WAS REQUIRED due to the calculation of volunteer hours - entirely those of Kris Schulz in the amount of about \$20,000 for technical drawings which exceeded the first 20% threshold (~\$7,500) - the remainder will be held over. Now that the cash is back, we will proceed with the remainder of Phase I which is new, larger gutters. A contractor has been selected and we are now awaiting a pre-construction meeting.
- As of the time of this report the Construction team plans to meet on Friday to review the Phase II plans, select a contractor and tighten up the bid. This Phase will focus on masonry work (piers, floors, slabs, etc). The team would like to have it underway before the water is shut off this season, if possible. Which would allow us to begin in the spring with a focus on Phase III (finish work).
- An action to pursue a grant for the restoration of the Hoag Portraits was eliminated due to lack of suitable space to display them afterwards and lack of a collections management plan among others. The Grants Committee can revisit if the Institute can make progress in this arena. History & Preservation may be able to help once a space is online. Somewhere in the future, can we get one municipal space for storage.

Epworth: Kris Schultz for SLI Board

- Still waiting on one more estimate from a commercial masonry contractor. Spoke with him this week and was reassured they would be sending it out.
- Grass came in well on the west side following the work connecting the west side downspouts to the new curtain drain

- Still waiting on the date for new gutter and downspout install by Pro-Form Gutters
- A meeting will be held Friday, the day before our Board meeting, to discuss the Phase II renovation work covered by the awarded CFA grant. An outline of the steps leading up to construction will be worked on.
- The more we can use Epworth, the better we are. Kris offered ideas, suggestions, and explained masonry work for the building.
- Phase II work will include:
 - Repair of all interior and exterior column piers,
 - Repair/replacement of the concrete floor in the lower-level lobby
 - Repair of the masonry walls particularly in the restrooms and hallways
- The initial outline will include:
 - Generate a plan showing the areas covered in Phase 2 with a description of the masonry work needed. This plan will be provided to the Architects for bidding.
 - Solicited three bids from registered architects for the preparation of the Phase II renovation plans and specification for the masonry work. Bids needs to include price, timetable for payments and timeframe for completion of the design plan and specs.
 - Select the Architect
 - Submit the stamped plans and specification to the Grant provider for review and approval.
 - Submit approved plans to masonry contractors for detailed bids, to include price, payment terms and timeframe for completion.
 - Award the contract and schedule a pre-construction meeting.

History & Preservation: Brad Huber

- Wood Window Workshop is complete for the 2024 Season. 14 Sash were restored. The East face of the building is now complete and three sash were addressed on the south face ahead of schedule. Stacy worked three additional days on site to complete all the remaining glazing and painting. The windows are now curing and will be ready for reinstall in the next couple of weeks. Once the windows are in, Stacy will send an invoice for the Institute's supply reimbursement which was previously approved for \$1,700. Ready for reinstall after September 6. Volunteers asked for after Labor Day to help with the reinstall.
- During SLE concerns were raised by a visitor about the care for the Hoag Portraits in the Gallery. There is worry, namely about sun bleaching. A recommendation

has been made to move the portraits to the West wall, which would reduce the amount of sun they are subjected to by a large degree. Grants Committee looked into a grant to have them restored, but the Institute is in no position to meet the requirements, nor do we have a space to return the restored portraits to which would be suitable. Although this concern has surfaced about the Hoag Portraits specifically, it is true of all our artifacts and records. A medium range plan for a conditioned space is desperately needed for us to move forward.

- Would like to place the idea out there concerning the possibility of the Institute purchasing a mini-split or other such system to be installed, perhaps in one of the basement rooms of Epworth on completion of the CFA grant in order to store records and artifacts appropriately. Copies could remain in the original locations. Whatever the case a safe solution storage of Institute records and artifacts is desperately needed for us to move forward.
- The check for the Historic District Expansion Grant has arrived for \$9,520 and will be held in a secure account to pay the Landmark Society to complete the work. A stakeholder meeting is soon to be calendared for this fall. Any interested parties should reach out to Brad so he may include them.

Rules Committee: Tom Kraft

- No update given

OTHER BUSINESS:

- Trees – Brad has received from a legal source. Tree permit process should be reviewed possible by an expert. Include a blanket liability clause (hold harmless). Maybe hire an attorney to review rules overall. Possibly contact insurance broker and/or someone who has knowledge of municipalities. Feelers need to be put out.
- Jill received a request for two trees to be removed. If the board questions a decision, we could include an arborist evaluation. Board needs to start putting money toward tree replacement.
- Letter to Kathy Hochul – Kris has copied letters and will be “slamming” the office.
- Comprehensive rehabilitation plan for three Lippa properties. Sell as is. Houses will be listed.

Motion to adjourn to Executive Session: Kevin Colburn

Second: Jill Knitter • All Approved @ 12:20pm