

Hamlin Town Board Meeting
December 12, 2016

The Hamlin Town Board held their regular scheduled meeting in the Hamlin Town Hall located at 1658 Lake Road, Hamlin, New York. The meeting was called to order at 7 pm by Supervisor Peters. The locations of the fire exits and defibrillator were explained for those present. Everyone was invited to participate in the Pledge of Allegiance and a moment of silence for the deceased residents of Hamlin. Invocation by Pastor Ken Miller.

Present: Councilperson Jennifer Voelkl, Councilperson Martin Maier, Councilperson Dave Rose and Supervisor Eric Peters. Excused Councilperson Jason Baxter

Also present: Highway Superintendent Steve Baase, Deputy Town Clerk and Senior Consultant Michelle Johnson, Town Attorney Ken Licht, Pastor Ken Miller, Building Inspector Cheryl Pacelli, Recreation Director Anke Applebaum and Librarian Kay Hughes-Dennett.

Residents: John Scanlan, Eric Gatto, and Evan Lesner.

PUBLIC FORUM

John Scanlan – 536 Walker Lake Ontario Road. He lives perpendicular to Ketchum Road and is concerned about the lots on Ketchum Road that have barns built prior to a home and there is no home built on the property as of yet. He wondered if the permits were written that if the property is sold that the permits will go with the property so that the new owners need to follow up with completing the plans to build a house. He was concerned that without an ownership present he does not want to have people leaving garbage or using the land for other purposes than for a residence. He would like to know who he needs to talk to regarding this issue and he appreciates all the work that the Town Board does for the Town of Hamlin. Lawyer Licht indicated that the Town does not have any authority to compel them to build if there is no stipulation on the variances that they get. Supervisor Peters indicated that the Zoning Board is the place that he should go to see how they issue the permits with variances and what stipulations they put on the variances.

With no one else wishing to address the board, Supervisor Peters subsequently closed the forum.

APPROVAL OF TOWN BOARD MINUTES

Resolution #240 Motion was made by Councilperson Rose seconded by Councilperson Voelkl requesting Town Board approval of the Town Board meeting minutes of November 23, 2016.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

AUTHORIZATION OF PAYMENT OF BILLS

Resolution #241 Motion was made by Councilperson Maier, seconded by Councilperson Rose requesting the Town Board approval of the authorization of payment of bills from their respective funds.

ACCOUNT	VOUCHER#	AMOUNT	ACCOUNT TOTALS
General	2016-1867 to 2016-1870	3264.96	

	2016-1876	150696.00		
	2016-1879 to 2016-1880	279.10		
	2016-1884 to 2016-1886	534.44		
	2016-1919 TO 2016-1964	31007.34		
Account Total			\$	185,781.84
Library	2016-1887	150.04		
	2016-1892 TO 2016-1965	4408.52		
Account Total			\$	4,558.56
Highway	2016-1903 TO 2016-1918	29226.67		
Account Total			\$	29,226.67
Sewer	2016-1871 to 2016-1872	102.05		
	2016-1891	2100.00		
Account Total			\$	2,202.05
Light	2016-1873	1456.59		
Account Total			\$	1,456.59
Consolidated/Hml.Ken#5	2016-1890	3039.38		
Account Total			\$	3,039.38
Employees Trust	2016-1883	1774.41		
	2016-1875	1547.12		
	2016-1866 to 2016-1865	26612.48		
	2016-1874	149.00		
	2016-1881 to 2016-1882	1770.56		
	2016-1888 to 2016-1889	399.76		
Account Total			\$	32,253.33
Paychex	2016-1877 to 2016-1878	130.22		
Account Total			\$	130.22
Visa Charges	Facebook Ads	95.05		
	Strand Theatre	41.25		
	Jimmy Z's	50.40		
	Walmart	128.49		
	Walmart	121.84		
	M&T	105.52		
Account Total			\$	542.55
GRAND TOTAL			\$	259,191.19

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

SUPERVISOR’S MONTHLY REPORT HAS BEEN ACKNOWLEDGED AND FILED

CORRESPONDENCE

- a. C-Zone news –11/17, 11/24, 12/1
- b. Weekly Briefing – NWS Buffalo – 11/19, 11/30
- c. Margaret A. McGrath Charitable Foundation Scholarship Press Release
- d. Nationwide Injunction Against New Federal Overtime Rule
- e. D & C article on Solar
- f. Construction News Reel
- g. LIFE Newsletter – November 2016
- h. Finalization of SPRTK Regulations
- i. NYSLRS Employer E-News – November 2016
- j. A shot in the arm and the gift of time
- k. CSC Webinar: Climate Change and Public Health – What Can Municipalities Do?
- l. You’re Invited to the Municipal Consolidation and Efficiency Competition Webinar
- m. Fishing Advisory Board – 12/12
- n. Charter Communications – 12/7
- o. Lake Effect Snow Warning issued December 9
- p. Ag. & Markets report on the Shelter inspection.
- q. HVA meeting minutes 12-5-16

RESOLUTION OF SYMPATHY FOR BEVERLY KLAFEHN

Resolution #242 Motion was made by Supervisor Peters , second by Councilpersons Rose and Voelkl to approve the resolution of sympathy for Beverly Klafehn as follows:

RESOLUTION OF SYMPATHY

Beverly Klafehn

WHEREAS, Beverly Klafehn was a long time resident of the Town of Hamlin, County of Monroe, and the State of New York and,

WHEREAS, Beverly Klafehn served with distinction and dedication as the Deputy Town Clerk part-time from May 1973-July 1976, in July 1976 – December 1979, she also became the part-time clerk to the Planning Board and the full-time Deputy Town Clerk, in January 1980 – December 1985 she was Elected the “Hamlin Town Clerk”, and

WHEREAS, Beverly Klafehn always fulfilled her duties with the utmost professionalism and exceptional years of service, and

THEREFORE BE IT RESOLVED, that on behalf of its residents we hereby express our deepest sympathy and sorrow to the family of Beverly Klafehn and,

BE IT FURTHER RESOLVED, that this Resolution be spread upon the Minutes of Town Board meeting held December 12, 2016, and a copy of said Resolution be presented to the Family of Beverly Klafehn.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

RESOLUTION OF THANK YOU FOR MARCIANA DOLLARD

Resolution #243 Motion was made by Councilperson Maier, second by Councilperson Voelkl to approve the resolution of Thank you to Marciana Dollard for 20 years of leadership and support for the Town of Hamlin Aerobic Exercise Program.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

Michelle Johnson will be taking over the class for Marciana.

TRANSFER SPECIAL DISTRICTS MONEY

Resolution #244 Motion was made by Councilperson Rose, second by Councilperson Maier to transfer Funds from Special Districts Money Market that were erroneously loaned from General to the Water district W-1 Consolidated Water. The total amount of transfer is \$192,139.83 the balance in Water District- W1.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

BUDGET TRANSFERS

Resolution #245 Motion was made by Councilperson Maier, second by Councilperson Rose to Approve the following Budget transfers:

<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
AA.1330.4-Tax Collection Exp.	AA.1410.4-Town Clerk Exp.	\$ 500.00
AA.1420.41-Litigation	AA.1420.1-Attorney Sal.	\$ 159.96
AA.7150.44-Cable Special/Projects	AA.3510.4-Dog Control exp.	\$1,500.00
AA.6510.4-Veterans Services rent	AA.6410.4-Publicity	\$ 500.00
DA.9050.8-Unemployment Ins.	DA.9010.8-NYS Retirement	\$4,011.00
L.7410413-Computer repair exp.	L.7410417-Maint. Supplies Exp.	\$ 108.53
L.7410421-Audio/Visual exp.	L.7410423-Periodicals exp.	\$ 275.96
L.7410422-Books exp.	L.7410442-Library supply exp.	\$ 389.66
L.7410422-Books Exp.	L.7410443-Office Supply exp.	\$ 647.70
L.7410451-SRP exp	L.7410452-Craft & Prom. Exp	\$ 143.90
L.7410462-Natural Gas Exp.	L.7410463- Telephone exp.	\$ 360.00
SP.7110.4-Park Cont. Exp.	Sp.7110.1-Park Salary	\$1,000.00

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

TOWN OF HAMLIN HOLIDAY SCHEDULE

Resolution #246 Motion was made by Councilperson Maier, second by Supervisor Peters to Adopt the Schedule of Holidays for the Town of Hamlin as follows:

HOLIDAYS - 2017

MARTIN LUTHER KING JR.	MONDAY, JANUARY 16 TH
PRESIDENTS DAY	MONDAY, FEBRUARY 20 TH
GOOD FRIDAY	FRIDAY, APRIL 14 TH
MEMORIAL DAY	MONDAY, MAY 29 th
FLOATER	MONDAY, JULY 3 RD
INDEPENDENCE DAY	TUESDAY, JULY 4 TH
LABOR DAY	MONDAY, SEPTEMBER 4 TH
COLUMBUS DAY	MONDAY, OCTOBER 9 TH
ELECTION DAY	TUESDAY, NOVEMBER 7 TH
VETERANS DAY	FRIDAY, NOVEMBER 10 TH
THANKSGIVING DAY	THURSDAY, NOVEMBER 23 RD
FLOATER	FRIDAY, NOVEMBER 24 TH
CHRISTMAS	MONDAY, DECEMBER 25 TH
FLOATER	TUESDAY, DECEMBER 26 TH

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

ALL SEASON COUNTY MUNICIPALITY INTERMUNICIPAL WORK AGREEMENT

Resolution #247 Motion was made by Supervisor Peters, second by Councilperson Maier to sign the All Season County Municipality Intermunicipal Work Agreement between the County of Monroe and the Town of Hamlin for a 10 year term starting January 1, 2017 and ending December 31, 2026.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

Superintendent Baase and Lawyer Licht looked at the contract and we can opt out by not agreeing to a job and not signing for it. You can write a letter to terminate the contract and then we will not be offered more jobs if we don't want to be offered. Jobs get done by other towns if we don't want to do them or are unable to do them. We can be offered jobs for other towns if they are unable to do not want to perform them also. Hourly rates and fringe benefits will be renewed on a yearly basis to make sure they increase with the times and not remain the same over the course of the 10 year contract.

BUDGET AMENDMENTS

Resolution #248 Motion was made by Councilperson Maier, second by Councilperson Voelkl to make the following Budget amendments:

Increase Revenue Account: AA.2300.00 by \$1,700.00

Increase Expense Account: AA.1330.10 by \$1,700.00

The Budget Amendment will properly show the receipt and distribution of the Brockport Central School District check deposited with town and paid to the tax collectors for the 2016/2017 School Tax Year.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

SCHOOL TAX STIPEND FOR THE TAX COLLECTORS

Resolution #249 Motion was made by Councilperson Rose, second by Councilperson Voelkl to authorize payment of stipends in the amount of \$1,700.00 for the Town Clerk and the Deputy Town Clerk to split as the Town Clerk sees fit for School Tax Collectors for the Brockport Central School to be run through the Payroll.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

DISCUSSION

Recreation purchase – Recreation purchased a waterslide that was not done through the Procurement Policy. Quotes were done correctly and it is in our possession, it just was not approved correctly. There was discussion about the liability of using it with the camp and with renting it out. Norm will look into the insurance and what might be needed to cover for the camp use and for renting purposes. At this point we will only plan to use the slide and bounce house with the camp and when we find out what has to be done for insurance purposes we will decide if they can be rented out and the insurance costs would be covered in the Recreation budget. At this time Recreation will only be allowed to rent the nerf gun equipment out. Supervisor Peters has discussed the policy with the Recreation Director about the Procurement Policy so that she is aware of what to do in the future.

PURCHASE WATER SLIDE

Resolution #250 Motion was made by Supervisor Peters, second by Councilperson Maier to Purchase the waterslide from Unique World for Recreation use only with a stipulation upon hearing from Insurance to see what would need to be done to cover for rentals and the bill would be assigned to be paid by the Recreation budget.

Polled Votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Peters aye. Motion carried.

Town Hall Custodian – Supervisor Peters indicated that in the past the position was hired by the Supervisor. He asked the board members if they wanted him to just hire someone or if they wanted to go through the interview process with the whole board. The board members indicated that they were fine with the Supervisor hiring on his own. Norm will find a company to perform the background checks.

Mail Service – The Pitney Bowes Meter contract will be ending January 28. We have \$700 in the meter to be used up and it is felt that it will be. We would like to have an agreement with IMS Inc to pick up our mail every day around 1:00. If there is anything that needs to go sooner than the pick up, we still will be able to go the post office. Norm will ask the service if we don't have mail if we cancel them coming on a day to save. Postage will be cheaper or the same as what we pay now, but we will save on the rental and the supplies costs. He will get a contract for the Town Board to look at and approve.

Norm St. John asked if all the bills for 2016 could have a deadline of being handed in by the first regular meeting in January. The auditor will be in for a pre-audit on January 4 and the full audit will be done on April 17 – 20 and they will be looking at the court again this year.

Meeting Dates – The dates that were chosen were all acceptable and will be approved in the organizational meeting. The concern for not having a July second meeting is regarding paying the refs. They end up waiting up to 6 weeks to get paid and then they start not wanting to work for us. Anke will look into what other towns do to pay the refs in a more timely manner during the summer. Norm will also ask the auditors what they suggest to do that will not hurt our audit but can help pay the refs on a more regular basis.

REPORTS

Councilperson Voelkl reported on the following:

- Zoning – Two Public Hearings were held for a shed and for a rear set back.
- Dog Control – They did a support Law Enforcement Float in the Brockport Festival of Lights where they earned an Honorable Mention and received a \$100 prize.
- Chamber of Commerce – The Hilton Apple Fest check will be presented at their Christmas party.

Councilperson Rose reported on the following:

- Planning – Minutes were handed out to the Board members.
- Seniors – 135 people are signed up to attend the Christmas party tomorrow.
- Hamlin-Morton-Walker Fire District – The Commissioner election is tomorrow from 6 pm to 9 pm, go out and vote as there are two positions being voted on.

Councilperson Maier reported on the following:

- Hamlin- Morton- Walker Fire District – Chiefs Election was held and Daryl Prince is the main Chief, Pete Smith as the Deputy Chief and Al Smith as the Assistant Chief. Morton and Walker will be putting up electronic signs at their Fire Departments. They need to make sure they get permits for the signs. Hamlin Fire Department won first place in the Festival of Lights.
- Conservation – Dave Walch is out on surgery, so Jeanne Klopp filled in as chair. There was one referral for a property split. A Town letter needs to be sent to the Fishing Advisory Board for Steve Rutherford to be the Liaison.

Highway Superintendent Steven Baase reported on the following:

- Plowing has started
- Ditching and Driveway pipes are being done
- County jobs are being accomplished.
- He helped with the Electricity with the Library Sign. Chairperson Rose asked if he could put up a couple signs on the side of the barn to indicated Library Parking only which will be billed to the Library.

- He has been working with the Dog Warden in correcting some issues at the Kennel and now they are ready for reinspection.
- Fishing Docks have been taken out for the winter.

Building Inspector, Cheryl Pacelli reported the following:

26 Permits were issued from 11/14/16 – 12/12/16

Permit cost received: \$1,540.60

Permit valuation: \$241,006.20

24 permits have been closed which includes 6 Special Use Permit renewals.

Phone calls into the office – 134

Worked with the Library to secure the permit for their new outdoor sign

Permits Issued:

Addition – 3

Commercial/C of O - 1

Fence – 1

Fireplace/Stove/Chimney – 1

Generators - 1

Major Repair/Alteration - 1

Mobile Home – new/replace - 2

Re-Roofing – 8

Shed – 1

Sign – Commercial - 2

Special Use – 5

Res – New/Construction - 9

She has been working well with the Fire Marshal to coordinate inspections together.

She handed out her Yearly Summary Report for 2016 which shows 530 permits.

The training and accomplishments for the support boards was handed in as follows:

ZONING BOARD OF APPEALS

For the year 2016 the Zoning Board of Appeals has reviewed many variance applications for all types of Town related developments.

2016

The Board continues to review all applications in person by a site visit before the Public Hearing is held.

Area Variance Applications - 20

ACCOMPLISHMENTS

All Zoning Board of Appeals Members have completed the required training for 2016. Members utilized the off-site training offered by the County. The online training courses offered by the Department of State were also used. The Board has had a transitional year but has continued to operate as an efficient board.

The Board recognizes that situations change in the community that may require Town Codes to be revisited. Therefore, members continue to participate and support the Zoning Workshops and look forward to working with the Town Board and other Boards to maintain a workable code for the Town and its residents.

TRAINING – 2016

Norman Baase – 4

Rocky Ellsworth – 4

Ed Haight – 10

Jerry Hoffman – 4

Phil Hurlbutt - 8

GOALS

The goals of the Zoning Board of Appeals for 2017 are to have all members meet their required 4 hours of training to continue their education and knowledge. The Zoning Board of Appeals will continue to have good communication and work together with the Building Department, the Planning Board, the Conservation Advisory Board, and the Town Board. They will continue to attend the Zoning Workshops when they resume, to achieve a fair and workable code for the Town. The Zoning Board of Appeals will continue to strive to only allow development that will better the community while continuing to maintain the health, safety, and welfare of the Town and its residents.

Chairperson Norman Baase

PLANNING BOARD

For the year 2016 the Planning Board has reviewed many applications for all types of Town related developments.

2016

Site Plan:

Commercial Site Plan:

Subdivisions:

Lot Combination:

Conservation Development Permit:

Mylar Re-signing:

Special Use Permit:

Sketch Conference:

ACCOMPLISHMENTS

All Planning Board Members have completed the required training for 2016. Members utilized the off-site training offered by the County. The online training courses offered by the Department of State were also used. The Board has had a transitional year but has continued to operate as an efficient board. The Board recognizes that situations change in the community that may require Town Codes to be revisited. Therefore, members continue to participate and support the Zoning Workshops and look forward to working with the Town Board and other Boards to maintain a workable code for the Town and its residents.

TRAINING – 2016

Linda DeRue - 5

Judith Hazen – will not seek re-appointment per phone conversation

Steve Lauth - 4

Dave Martin - 4

Linda Morey - 8

Chris Schlieter – 8

Peter Tonery – 4.5

GOALS

The goals of the Planning Board for 2017 are to have all members meet their required 4 hours of training to continue their education and knowledge. The Planning board will continue to have good communication and work together with the Building Department, the Zoning Board of Appeals, the Conservation Advisory Board, and the Town Board. They will continue to attend the Zoning Workshops when they resume, to achieve a fair and workable code for the Town. The Planning Board will continue to strive to only allow development that will better the community while continuing to maintain the health, safety, and welfare of the Town and its residents.

Vice Chairperson Dave Martin

CONSERVATION ADVISORY BOARD

For the year 2016 the Conservation Advisory Board has reviewed many applications for all types of Town related developments and variances.

2016

Updated the Open Space Index. Members have attended and reported on the Zoning Board of Appeals and the Planning Board Monthly Meetings along with the EMC, FAB and Zoning Workshop meetings. The LWRP representatives have reviewed many applications for improvements along the lakeshore and in the LWRP Zone. In the spring, they held their annual Tree Seedling Giveaway.

ACCOMPLISHMENTS

All Conservation Advisory Board Members have completed the required training for 2016. Members utilized the off-site training offered by the County. The online training courses offered by the Department of State were also used. The Board continues to operate as an efficient board. The Board recognizes that situations change in the community that may require Town Codes to be revisited. Therefore, members continue to participate and support the Zoning Workshops and look forward to working with the Town Board and other Boards to maintain a workable code for the Town and its residents.

TRAINING – 2016

Shawn Baxter – 8
Jeanine Klopp – 4
Merritt Ackles – 4
Dave Walch – 4
Carrie Whipple – 4
Nathan Pacelli – 4
Steve Rutherford - 4

GOALS

The goals of the Conservation Advisory Board for 2017 are to have all members meet their required 4 hours of training to continue their education and knowledge. The Conservation Advisory Board will continue to have good communication and work together with the Building Department, the Planning Board, the Zoning Board of Appeals, and the Town Board. They will continue to attend the Zoning Workshops when they resume, to achieve a fair and workable code for the Town. The Conservation Advisory Board will continue to strive to only allow development that will better the community while continuing to maintain the health, safety, and welfare of the Town and its residents.

Chairperson Dave Walch

Senior Consultant Michelle Johnson reported on the following:

- Mannheim Steamrollers was a great concert that everyone enjoyed very much.
- Christmas Dinner will be at Salmon Creek Country Club tomorrow with again 135 members attending.
- Their schedule for next year will be handed out for the trips and meetings – a lot of exciting things planned for next year.

Fire Marshal Ron Bragg was not present but sent a report on the following:

Activities for November 15 – December 8, 2016

- Activities for the month: performed fire inspections, sent out mailings requesting to schedule fire inspections, went on some inspections with the Code Enforcement Officer, researched King Street, sent out future notices, correspondences and answered phone calls.

Librarian Kay Hughes-Dennett

- Shelving did not make it in today but they assure her they will be in tomorrow and everything will stay on time to reopen on Monday as scheduled. She hopes to have the sign up and working by that time also.
- Numbers for the year have been real good.

Recreation Director Anke Applebaum reported on the following:

- Nerf guns are set up for parties going forward.
- Storage Closet quotes were received and it will have work begin this Friday.
- They received a GVRPS award for their Website.
- She asked about using some of the surplus money her department made this year to put signs up to label the fields and to indicate that it is the Hamlin Town Park. It was uncertain where the sign would be able to be put, so she will have to work with Steve to see what is possible. The money can not be put in a reserve fund or it would limit what can be done, rather amendments or transfers can be made.
- Code Enforcement Officer Pacelli indicated that she attended the Storytime with Santa that the Recreation held and was very pleased with how it went.

Supervisor Eric Peters

- Website has the last details finishing up. Waylen is aware and is cooperating to get it transferred over. We will be able to edit the site ourselves
- Steve Hawley came for his town hall meeting. He indicated that they are going to be doing some work on the parkway and that the IJC is being worked on and they are trying to get the funding requirement satisfied.
- Town Hall Christmas Party was nice and he will be attending the Ambulance one tomorrow night.

ADJOURNMENT

A motion was made by Councilperson Voelkl, seconded by Councilperson Maier to Adjourn the meeting at 8:37 pm as all business had been concluded.

Polled votes: Councilperson Voelkl aye, Councilperson Maier aye, Councilperson Rose and Supervisor Peters aye. Motion Carried

Respectfully submitted,

Kathi A. Rickman, MMC
Hamlin Town Clerk