

TOWN OF HAMLIN 2017 ORGANIZATIONAL

The 2017 Organizational Meeting of the Hamlin Town Board, held at the Hamlin Town Hall, 1658 Lake Road, was opened at 6:30 pm with the posting of the Colors by Hamlin VFW Post 6703/AVA Color Guard, followed by the Pledge of Allegiance to the Flag under the direction of the commander of the Hamlin VFW Post 6703. Invocation was by Pastor Bode from St. John Lutheran Church.

The 2017 Organizational Meeting of the Hamlin Town Board was called to order at 6:30 pm by Supervisor Peters, who presided.

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

Also present: Highway Superintendent Steve Baase, Deputy Town Clerk and Senior Consultant, Michelle Johnson, Pastor Bode, Building Inspector and Code Enforcement Officer Cheryl Pacelli, Secretary to the Highway Department Robin Kruger, Recreation Director Anke Applebaum, and Planning Board Members Chris Schleiter and Mark Ballerstein.

Residents: Dick Kruger

**Appointment of Deputy Supervisor**

As Supervisor of the Town of Hamlin, I, appoint David G. Rose as the Deputy Supervisor for the year of 2017.

**Appointment of Deputy Town Clerk**

In accordance with Town Law, Town Clerk of Hamlin, Kathi A. Rickman appointed Michelle Johnson as Deputy Town Clerk for the year of 2017.

**Conferences and Training Programs**

Resolution #1 Motion was made by Councilperson Maier, seconded by Councilperson Baxter authorizing all members of appointed Boards to attend four (4) hours of continuing education - conferences, seminars or training conferences – as required by New York State.

Ayes 5 – 0. Motion carried unanimously.

Resolution #2 Motion was made by Councilperson Rose, seconded by Councilperson Maier authorizing all previously approved training, including on-line training provided by the New York Planning Federation, as appropriate to fulfill the four-hour continuing education requirement but any training not previously authorized to be approved in advance by Town Board.

Ayes 5 – 0. Motion carried unanimously.

Resolution #3 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl requiring all Department heads and employees wishing to attend conferences or training programs to have prior approval of the Town Board. Ayes 5 – 0. Motion carried unanimously.

**Transportation Costs**

Resolution #4 Motion was made by Councilperson Rose, seconded by Councilperson Maier authorizing transportation costs to be paid at the rate of \$.535 per mile for the use of a personal vehicle. Any other mode of transportation must have prior Town Board approval.  
Ayes 5 – 0. Motion carried unanimously.

**Meal Allowances**

Resolution #5 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl authorizing meal allowance not to exceed the limits by NYS Audit and Control of \$36.00 per day in New York City and \$26.00 outside of New York City. Ayes 5 – 0. Motion carried unanimously.

**Assessor Training Sessions**

Resolution #6 Motion was made by Councilperson Baxter, seconded by Councilperson Rose authorizing the Hamlin Assessor to attend all State and County training sessions for Assessor's for year 2017, as budgeted. Ayes 5 – 0. Motion carried unanimously.

**Newspapers**

Resolution #7 Motion was made by Councilperson Voelkl, seconded by Councilperson Maier to designate the (HAMLIN-CLARKSON HERALD) as the Official Newspaper for the Town of Hamlin for 2017. Ayes 5 – 0. Motion carried unanimously.

**Highway Department Functions**

Resolution #8 Motion was made by Councilperson Maier, seconded by Councilpersons Baxter and Voelkl for the Highway Superintendent to attend highway functions, as budgeted.  
Ayes 5 – 0. Motion carried unanimously.

**Appointment of Deputy Highway Superintendent**

In accordance with Town Law, Highway Superintendent Steven Baase appoints Michael German as Deputy Highway Superintendent for the year 2017.

Resolution #9 Motion was made by Councilperson Rose, seconded by Councilperson Maier setting Deputy Highway Superintendent wage at \$2,899.00 to be paid over 26 pay periods and to set Highway Employees hourly rates as follows:

Foreman	\$19.92 –\$ 27.05
Maintenance Mechanic	\$15.92 -\$26.04
Specialized M.E.O	\$14.63 - \$26.04
M.E.O.	\$12.96 - \$25.30
Laborer, Full Time	\$ 9.70- \$19.72
Laborer, Part time	\$ 9.70- \$17.26

Ayes 5 – 0. Motion carried unanimously.

**Highway Expenditures**

Resolution #10 Motion was made by Councilperson Baxter, seconded by Councilperson Maier authorizing the Highway Superintendent to purchase small tools and equipment up to \$20,000.00 for the year of 2017, as budgeted. Ayes 5 – 0. Motion carried unanimously.

**Appointment of Highway Department Secretary and Records Keeper**

Resolution #11 Motion was made by Councilperson Rose, seconded by Councilperson Baxter appointing Robin Kruger as Secretary and Records Keeper of the Highway Department for the year 2017. Ayes 5 – 0. Motion carried unanimously.

**Highway Expenditures**

Resolution #12 Motion was made by Councilperson Maier, seconded by Councilpersons Rose and Voelkl to execute the agreement of Expenditures of Highway Monies according to Section 284 of the Highway Law, so as to expend \$369,451.00 of Highway monies on 33.32 miles of Town Roads for the year of 2017. Ayes 5 – 0. Motion carried unanimously.

**Dog Control Officers**

Resolution #13 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl acknowledging Dave Maynard as the Dog Control Officer at the salary of \$10,569.00 for the year 2017 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board. Ayes 5 – 0. Motion carried unanimously.

Resolution #14 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl acknowledging Caroline Thompson as Assistant Dog Control Officer and set the hourly rate for the Assistant Dog Control Officer on an on call basis at \$ 9.70 per hour, to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board. Ayes 5 – 0. Motion carried unanimously.

**Historian**

Resolution #15 Motion was made by Councilperson Maier, seconded by Councilperson Rose acknowledging in accordance with Town Law, the Supervisor appoints Dave Walch as Historian for the year of 2017 at the annual salary of \$5,940.00 to be paid monthly, effective January 1, 2017. Ayes 5 – 0. Motion carried unanimously.

**Recreation**

Resolution #16 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl acknowledging Anke Applebaum as Recreation Director at the salary of \$35,500.00 for the year 2017 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board. Ayes 5 – 0. Motion carried unanimously.

Resolution #17 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl authorizing the Hamlin Recreation Department to attend all State and County training sessions/conferences and/or meetings in 2017 as budgeted. Ayes 5 – 0. Motion carried unanimously.

**Building Inspector/Fire Marshal**

Resolution #18 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to appoint Cheryl Pacelli as Building Inspector/CEO and to set salary of Building Inspector/Code Enforcement/SEQA Officer at the annual salary of \$37,500.00 for the year of 2017 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board. Ayes 5 – 0. Motion carried unanimously.

Resolution #19 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging Ron Bragg as Fire Marshal with the annual salary of \$6,198.00 to be paid on a monthly basis for the year of 2017. Ayes 5 – 0. Motion carried unanimously.

Resolution #20 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl acknowledging Bernard Maier as the Deputy Fire Marshal, to serve at the pleasure of the Town Board. Ayes 5 – 0. Motion carried unanimously.

Resolution #21 Motion was made by Councilperson Maier, seconded by Councilperson Baxter requesting Town Board Resolution to set the pay rate for the Deputy Fire Marshal at \$75.00 per incident responded. Ayes 5 – 0. Motion carried unanimously.

Resolution #22 Motion was made by Councilperson Rose, seconded by Councilpersons Maier to authorize the Hamlin Code Enforcement Department to attend all State and County training sessions for the year of 2017 as budgeted. Ayes 5 – 0. Motion carried unanimously.

Resolution #23 Motion was made by Councilperson Maier, seconded by Councilperson Rose to assign Civil Defense Director Duties to the Building Inspector and Fire Marshal for the year of 2017. Ayes 5 – 0. Motion carried unanimously.

**Banks**

Resolution #24 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to designate the Hilton Office of M&T Bank as depository for the Town of Hamlin accounts for the year of 2017 as follows:

- I. General Fund
- II. Highway Fund
- III. Consolidated Water
- IV. Hamlin HRA Account
- V. Payroll Account
- VI. Employee Trust Fund
- VII. Water Bond Account #408252

- VIII. Cell Tower Escrow
- IX. Investment Disbursement Account
- X. Hamlin Money Market

Ayes 5 – 0. Motion carried unanimously.

Resolution #25 Motion was made by Councilperson Voelkl, seconded by Councilperson Rose requesting Town Board to authorize the Town Supervisor to check with all area banks for the best interest rate for investments. Ayes 5 – 0. Motion carried unanimously.

**Salaries**

**Highway Superintendent**

Resolution #26 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to set the salary of the Highway Superintendent for the year 2017 at \$68,587.00 as budgeted, and to be paid by the Town of Hamlin in 26 pay periods and any compensation earned while performing services for the County of Monroe by the Highway Superintendent will be entered as Revenue received by the Town of Hamlin. Ayes 5 – 0. Motion carried unanimously.

**Parks Superintendent**

Resolution #27 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter to appoint Steven Baase as Park Superintendent for the year of 2017, and be paid \$4,205.50 in 26 pay periods. Ayes 5 – 0. Motion carried unanimously.

**Sewer Superintendent**

Resolution #28 Motion was made by Councilperson Rose, seconded by Councilperson Baxter to appoint Steven Baase as Sewer Superintendent for the year 2017 and to be paid \$4,830.77 in 26 pay periods. Ayes 5 – 0. Motion carried unanimously.

**Secretarial, Custodial and Recreational rates**

Resolution #29 Motion was made by Councilperson Baxter, seconded by Councilpersons Voelkl and Rose to set the following salaries:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| 1. Court Clerk 1 & 2              | \$12.00-\$19.97 range       |
| 2. Bookkeeper to Supervisor       | \$15.00-\$24.00 range       |
| 3. Deputy Town Clerk              | \$12.00-\$19.97 range       |
| 4. Custodian                      | \$10.00-\$19.97 range       |
| 5. Clk.-typist & Clk. IV P.T.     | \$12.00-\$19.97 range       |
| 6. Recreational Seasonal Position | \$ 9.70- \$19.97 range      |
| 7. Court Officer                  | \$53.04 per regular session |
| 8. Court Officer                  | \$60.00 per DA session      |

Ayes 5 – 0. Motion carried unanimously.

**Salaries of Town Servants**

Resolution #30 Motion was made by Councilperson Maier, seconded by Councilperson Baxter setting the Town Servants salaries as follows:

1. Supervisor - \$21,840.00 to be paid in a 26-pay period basis.
2. Deputy Supervisor - \$1,200.00 to be paid in 12 monthly payments.
3. Town Clerk - \$44,477.00 to be paid in a 26-pay period basis.
4. Deputy Town Clerk - \$1,500.00 to be paid in a 26-pay period basis from #1410.11.
5. Councilpersons (4) - \$7,200.00 each to be paid in 12 monthly payments.
6. Town Justices (2) - \$13,939.50 each to be paid in 12 monthly payments.

Ayes 5 – 0. Motion carried unanimously.

**Engineer**

Resolution #31 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging Chatfield Engineers P.C. as Engineer for the year 2017, per the existing agreement for engineering services, accepting the new 2017 Hourly Billing Rates.

Ayes 5 – 0. Motion carried unanimously.

**Secretary to Building Inspector/Planning, Zoning and Conservation Boards**

Resolution #32 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl setting an hourly salary up to \$12.50 for the Secretary to Building Inspector, Planning, Zoning and Conservation Boards for the year of 2017. Ayes 5 – 0. Motion carried unanimously.

Resolution #33 Motion was made by Councilperson Baxter, seconded by Councilpersons Maier and Voelkl to acknowledge Cheryl Pacelli as Secretary to the Planning, Zoning, and Conservation Boards. Ayes 5 – 0. Motion carried unanimously.

**Planning Board**

Resolution #34 Motion was made by Councilperson Rose, seconded by Councilperson Maier to set the salaries of the Planning Board members for 2017, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - \$238.00 per regular monthly meeting attended.

Six (6) members each at \$124.00 per regular monthly meeting attended.

Ayes 5 – 0. Motion carried unanimously.

Resolution #35 Motion was made by Councilperson Baxter, seconded by Councilperson Maier to appoint Chris Schlieter as Chairperson to the Planning Board for the year of 2017.

Ayes 5 – 0. Motion carried unanimously.

Resolution #36 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to appoint Mark Ballerstein to the Planning Board for the 7 year term to expire on December 31, 2023.

Ayes 5 – 0. Motion carried unanimously.

**Zoning Board of Appeals**

Resolution #37 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to set the salaries of the Zoning Board of Appeals members for 2017, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - \$238.00 per regular monthly meeting attended.

Four (4) members each at \$124.00 per regular monthly meeting attended.

Ayes 5 – 0. Motion carried unanimously.

Resolution #38 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to re-appoint Phil Hurlbutt to the Zoning Board for the term expiring December 31, 2021.

Ayes 5 – 0. Motion carried unanimously.

Resolution #39 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl to appoint Norman Baase as the Chairperson to the Zoning Board of Appeals for the year of 2017.

Ayes 5 – 0. Motion carried unanimously.

**Conservation Board**

Resolution #40 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to set the salaries for the Conservation Board members for 2017, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - \$238.00 per regular monthly meeting attended.

Monroe County Environmental Management Council delegate - \$40.00 per County Meeting attended/paid semi-annually.

Six (6) members each at \$124.00 per regular monthly meeting attended.

Ayes 5 – 0. Motion carried unanimously.

Resolution #41 Motion was made by Councilperson Voelkl, seconded by Councilperson Maier to appoint Shawn Baxter to the Conservation Board for the term expiring December 31, 2018.

Ayes 5 – 0. Motion carried unanimously.

Resolution #42 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl to appoint Jeanine Klopp to the Conservation Board for the term expiring December 31, 2018.

Ayes 5 – 0. Motion carried unanimously.

Resolution #43 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to appoint Nathan Pacelli to the Conservation Board for the term expiring December 31, 2018.

Ayes 5 – 0. Motion carried unanimously.

Resolution #44 Motion was made by Councilperson Rose seconded by Councilperson Maier to re-appoint Carrie Whipple to the Conservation Board for the term expiring December 31, 2018.

Ayes 5 – 0. Motion carried unanimously.

Resolution #45 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl to appoint David Walch as Chairperson to the Conservation Board for the year 2017.  
Ayes 5 – 0. Motion carried unanimously.

**Support Boards**

Resolution #46 Motion was made by Councilperson Rose, seconded by Councilperson Baxter authorizing Support Board Chairs to designate “Excused with Pay” any member’s absence due strictly to personal illness or family emergency.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #47 Motion was made by Councilperson Maier, seconded by Voelkl to set the maximum number of absences, whether “excused with pay” or “unexcused” for paid members of Support Boards as two during the year of 2017. Members who exceed two absences during the year 2017 must request reappointment for the following year or be replaced.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #48 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to require all paid Support Board members to complete a minimum of four (4) continuing education units during the year 2017, per Chapter 662, New York Laws of 2006. Members who fail to do so must request reappointment for the following year or be replaced. Ayes 5 – 0. Motion carried unanimously.

**Tax Collector**

Resolution #49 Motion was made by Councilperson Baxter, seconded by Councilperson Rose to reappoint Kathi A. Rickman as Tax Collector, and pay her the sum of \$4,630.00 as budgeted, to be paid in a 26-pay period basis for the year of 2017. Ayes 5 – 0. Motion carried unanimously.

**Election Inspectors**

Resolution #50 Motion was made by Councilperson Maier, seconded by Councilpersons Baxter and Voelkl to set the salaries of the Election Inspectors for the year of 2017 as budgeted.  
Chairperson - \$20.00/per election  
Election Inspector - \$10.00/hr.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #51 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter to set the compensation for schooling and testing to be set at \$25.00 per year.  
Ayes 5 – 0. Motion carried unanimously.

**Attorney**

Resolution #52 Motion was made by Councilperson Maier, seconded by Councilperson Voelkl acknowledging Ken Licht as Attorney to the Town for 2017 per the existing agreement for legal services. Ayes 5 – 0. Motion carried unanimously.



Resolution #53 Motion was made by Councilperson Voelkl, seconded by Councilperson Rose acknowledging Ken Licht as Attorney to the Zoning Board for 2017 per the existing agreement for legal services. Ayes 5 – 0. Motion carried unanimously.

Resolution #54 Motion was made by Councilperson Rose, seconded by Councilperson Baxter acknowledging Keith O'Toole as Attorney for the Planning Board for 2017 per the existing agreement for legal services. Ayes 5 – 0. Motion carried unanimously.

### **Town Clerk Training Sessions**

Resolution #55 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to authorize the Hamlin Town Clerk and Deputy Town Clerk to attend all State and County training sessions for the year of 2017 as budgeted. Ayes 5 – 0. Motion carried unanimously.

### **Senior Consultant**

Resolution #56 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to appoint Michelle Johnson as the Senior Consultant and to set a salary of \$373.33 per month for the year 2017, to be paid monthly. Ayes 5 – 0. Motion carried unanimously.

### **Pre-payment of Bills**

Resolution #57 Motion was made by Councilperson Baxter, seconded by Councilperson Maier approving to prepay all utility bills including cell phone bills and postage for newsletter/brochure, postage meter rental, and refill postage meter. Ayes 5 – 0. Motion carried unanimously.

### **Review of Town Polices**

Resolution # 58 Motion was made by Councilperson Voelkl, seconded by Councilperson Rose acknowledging the annual review and approval of the Town of Hamlin Procurement Policies and Procedures per General Municipal Law Section 10 and 11. Ayes 5 – 0. Motion carried unanimously.

Resolution #59 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging the annual review and approval of Town of Hamlin Workplace Violence Policy. Ayes 5 – 0. Motion carried unanimously.

Resolution #60 Motion was made by Councilperson Voelkl, seconded by Councilpersons Rose and Baxter acknowledging the annual review and approval of the Town of Hamlin Procedure for Waiving Fees. Ayes 5 – 0. Motion carried unanimously.

Resolution #61 Motion was made by Councilperson Rose, seconded by Councilpersons Maier and Voelkl acknowledging the annual review and approval of the Town of Hamlin Credit Card Policies and Procedures for the Town of Hamlin. Ayes 5 – 0. Motion carried unanimously.

Resolution #62 Motion was made by Councilperson Rose, seconded by Councilperson Baxter acknowledging the annual review and approval of the Town of Hamlin Investment Policy.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #63 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging the annual review and approval of the Town of Hamlin Fund Balance Policy.  
Ayes 5 – 0. Motion carried unanimously.

**Public Officials Bond**

Resolution #64 Motion was made by Councilperson Maier, seconded by Councilperson Rose to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- Employees (including Clerks, Court Clerk and Town Officers and employees not prescribed below): \$25,000 limit, \$ 1,000 deductible.
- Town Clerk/Tax Collector/Deputy Town Clerk: \$500,000 limit
- Town Supervisor/ Deputy Supervisor/Bookkeeper/Assistant Bookkeeper: \$100,000 limit

Ayes 5 – 0. Motion carried unanimously.

**Workers Compensation Representatives**

Resolution #65 Motion was made by Councilperson Rose, seconded by Councilpersons Baxter and Maier to appoint Darlene Capamaggio to serve as Director for 2017 to represent the Town of Hamlin in making decisions per the Intermunicipal Agreement for UNYMWCP our self-insured compensation plan. Ayes 5 – 0. Motion carried unanimously.

Resolution # 66 Motion was made by Councilperson Baxter, seconded by Councilpersons Maier and Voelkl to appoint David Rose to serve as alternate Director for 2017 to represent the Town of Hamlin per the Intermunicipal Agreement for UNYMWCP self-insured compensation plan.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #67 Motion was made by Councilperson Rose, seconded by Councilperson Voelkl to appoint Steven Baase as Facilitator for 2017 for UNYMWCP to represent the Town of Hamlin at the safety steering meetings per the Intermunicipal Agreement for our self-insured compensation plan.  
Ayes 5 – 0. Motion carried unanimously.

Resolution #68 Motion was made by Councilperson Rose, seconded by Councilperson Maier to request Town Board resolution to approve Workman’s Compensation claims of \$1,000 or less to be handled in house.  
Ayes 5 – 0. Motion carried unanimously.

**LIAISONS FOR 2017**

Resolution #69 Motion was made by Baxter, seconded by Councilperson Maier acknowledging Town Board Liaisons for 2017 as follows:

1. Supervisor Peters: Assessor, Attorney, Building & Grounds, BI/CEO Fire Marshal/Civil Defense, Board of Assessment, Historian, Media Reporting, Newsletter with Recreation, Town Engineer.
2. Councilperson Baxter: Hilton-Parma Fire Department, Ambulance, Dog Control.
3. Councilperson Voelkl: Chamber of Commerce, Zoning Board of Appeals, Security and Parks.
4. Councilperson Maier: Auditing, Conservation Board, Hamlin Morton Walker Fire Department (Co-Liaison), Town Justices.
5. Councilperson Rose: Highway/Drainage, Planning Board, Senior Citizens, Water, Hamlin Morton Walker Fire Department (Co-Liaison), Clerks, Library.

Ayes 5 – 0. Motion carried unanimously.

**ADJOURNMENT**

A motion was made by Councilperson Rose, seconded by Councilperson Voelkl to Adjourn the meeting at 7:00 pm as all business had been concluded.

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

Respectfully submitted,

Kathi A. Rickman, MMC  
Hamlin Town Clerk