

Hamlin Town Board Meeting
November 10, 2008

The Hamlin Town Board held their regular scheduled meeting in the Hamlin Town Hall located at 1658 Lake Rd., Hamlin, New York. The meeting was called to order at 7 pm by Supervisor Roach. The location of the fire exits and defibrillator was 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.

Present: Councilperson Tom Breslawski, Councilperson Mike Marchetti, Councilperson Paul Rath, Councilperson Dave Rose, Supervisor Dennis Roach.

Also present: Assessor Melanie Fahmer, Attorney Ken Licht, Highway Superintendent Tom Ingraham, Building Inspector Charles Hungerford, Conservation Board Members Mark Reeves and Ed Evans, Planning Board Member Tom Jensen, Zoning Board Chairman Norm Baase, Assistant Historian Robert Kruger, President, Library Board of Trustees George Bott, Library Director Adrienne Kirby, Recreation Commission Members Angel Male and Stan Lyons, residents, Paul Lapinski, Nancy Jennejahn, Lloyd Lochner and Katharine Wintemute.

PRESENTATIONS:

Zoning Board of Appeals Chairman Norman Baase made the presentation for the Zoning Board of Appeals. The Zoning Board is more active this year. The five (5) member board is working well. 13 variances were heard in 2008. Accomplishments for 2008 include four (4) hours of training requirements were met. In house training is preferable and we are hoping to schedule more. Goals for 2009 include continuing training and good communications with Shoreline Residential district. They need to look at five (5) acre lots and variations. The demand for land is picking up. Councilperson Rath asked Chairperson Baase how many variances were denied. Chairperson Baase said 1 or 2 but he wasn't sure of the exact number. Brief discussion continued. Supervisor Roach thanked the Zoning Board for their work.

PUBLIC FORUM

Supervisor Roach reminded all those present of the rules of Public Forum.

Katharine Wintemute 8 Summer Haven Drive. She is requesting help and guidance with drainage issues on her property. After a brief discussion between Ms. Wintemute, the Town Board, Highway Superintendent Ingraham and CEO Hungerford, Supervisor Roach explained that the Town will discuss what can be done and pursue options including obtaining easements and help from the State.

APPROVAL OF REGULAR TOWN BOARD MEETING MINUTES OF OCTOBER 14, 2008

Resolution #229 Motion was made by Councilperson Rose, seconded by Councilperson Rath to approve the regular Town Board Meeting Minutes of October 14, 2008.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

APPROVAL OF THE PUBLIC HEARING AND SPECIAL TOWN BOARD MEETING MINUTES OF OCTOBER 29, 2008

Resolution #230 Motion was dually made by Councilpersons Rath and Rose, seconded by Councilperson Breslawski to approve the Public Hearing and Special Town Board meeting minutes of October 29, 2008.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

AUTHORIZATION OF PAYMENT OF BILLS FROM THEIR RESPECTIVE FUNDS

Resolution #231 Motion was made by Supervisor Roach, seconded by Councilperson Breslawski to approve the authorization of payment of bills from their respective funds.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

MONTHLY TOTALS

ABSTRACT

<u>ACCOUNTS</u>	<u>VOUCHER#</u>	<u>AMOUNT</u>	<u>ACCOUNT TOTALS</u>
General	3259	6470.00	
	3261	1212.00	
	3262	VOID	
	3263	750.00	
	3264	660.00	
	3266-3273	3814.55	
	3288-3289	296.78	
	3290	741.60	
	3340-3401	39474.35	

Account Total			\$ 53,419.28
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Library	3274-3278	598.92	
	3291	42.52	
	3294	18.71	
	3304-3317	6102.73	

Account Total			\$ 6,762.88
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Highway	3293	43.40	
	3318-3338	24915.01	

Account Total			\$ 24,958.41
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Sewer	3279-3281	110.53	
	3292	42.46	
	3297-3303	1658.79	

Account Total			\$ 1,811.78
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Trust	3265	16436.60	
	3284-3286	3323.08	
	3295-3296	1707.12	

Account Total			\$ 21,466.80
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Light	3282-3283	1079.51	
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Account Total			\$ 1,079.51
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Huntington Park	3339	100.00	\$ 100.00
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Hamlin/Kendall #5	1	12135.62	
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Account Total			\$ 12,135.62
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GRAND TOTAL:			\$ 121,734.28
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Supervisor's Monthly report acknowledged and filed.

Correspondence:

- a. NYS DEC Letter RE: Flood Insurance.
- b. Chatfield Engineers Letter RE: Clarkson Hamlin TL Road Water Dist. # 2.
- c. NYS Division of Alcoholic Beverage Control Notice to Appear RE: B'ZERS STATION INCORPORATED.
- d. Copy of Supervisor's Letter RE: Resolution of Concern to Brockport Central School District.
- e. State Comptroller's Notice RE: Online tutorials.
- f. Senator Schumer Letter RE: Brownfields Assessment and Cleanup Cooperative Agreements Program.
- g. Monroe County Clerk of the Legislature Notice RE: Public hearing on the Southwestern Agricultural District #2.
- h. Maggie Brooks Letter RE: CDBG Award in the amount of \$40,000 for the Parks Building.
- i. Reappointment Letters of Intent from: Kenneth Licht, Attorney for the Town; Charles Hungerford, Building Inspector/Code Enforcement; BJ Maier, Fire Marshal; Chuck Mosele, Assistant Fire Marshal; Rocky Ellsworth, Zoning Board of Appeals; Kathi A. Rickman, Tax Collector; Marsha Prince, Assessment Clerk; James Atkins, Dog Control Officer; Dave Maynard, Assistant Dog Control Officer; Conservation Board Members Mark Reeves, Jeanine Klopp, and Craig Goodrich; Heather Norman Clerk to the Support Boards and Building Inspector; Patience McPherson, Court Clerk; Michele Weitzel, Deputy Court Clerk; Robert Kruger, Assistant Historian; Richard Marsden, Ethics Board, Charles Welch, Support Board Attorney.
- j. The Monroe County Water Authority Annual Report for 2007.
- k. NYS Secretary of State Letter RE: BOA program and soliciting for grants.
- l. Rochester-Monroe County Youth Bureau Letter RE: Reduction in Funding Level.
- m. Building Inspector's report for the month of October 2008.
- n. Dog Control Officer's report for the month of October 2008.
- o. Assessor's report for the month of October 2008.
- p. Board of Ethics Letter RE: Recreation Commissioner and Hamlin Seniors.
- q. Mr. Krahe, Scoutmaster of Troop #111 Letter RE: Eagle Scout Patrick Wilson.
- r. NYS Worker's Compensation Board Letter RE: Retirement of Form WC/DB-100.
- s. Senator Charles Schumer Letter RE: Laura Bush 21st Century Librarian Program.
- t. HRH Letter RE: Reduction in Renewal Proposals for 2009 and 2010.
- u. State Comptroller Thomas DiNapoli Newsletter.
- v. Thank you Card from the Mercer Family.

- w. Monroe County Office of Emergency Management email RE: Monroe County Pre-Disaster Mitigation Planning Committee.
- x. JP Schepp email RE: Future Water District Cost Estimates.
- y. Changes in the Public Officials' Liability Policy Form.
- z. Office of the Attorney General's letter RE: Community Forum, November 18, West Irondequoit H.S.
- aa. Brockport Central School District Letter RE: Tax Collector at the Town of Hamlin.

AUTHORIZATION OF CONTINUING EDUCATION CREDIT FOR HAZARDOUS CONSTRUCTION ZONE MEETING

Resolution #232 Motion was made by Councilperson Rose, seconded by Councilperson Breslawski to authorize two (2) hours continuing education credit for the Hazardous Construction Zone meeting and training seminar scheduled for 7pm November 13, 2008.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

AUTHORIZATION OF PAYMENT TO CHASE AUTO FINANCE IN THE AMOUNT OF \$198.78 FOR THE CEO VEHICLE

Resolution #233 Motion was made by Councilperson Marchetti, seconded by Councilperson Rath to authorize monthly payment for the Code Enforcement Officer lease vehicle.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

APPROVAL OF SURETY FORM FOR RECEIVER OF TAXES

Resolution #234 Motion was made by Councilperson Rose, seconded by Councilperson Breslawski to approve the surety form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes, Kathi A. Rickman, RMC/CMC for the following:

Type of Undertaking: Crime Policy

Insurance Policy: Travelers Casualty Insurance Company of America

Amount: \$500,000.00

With a copy of said Bond having been filed in the Town Clerk's Office and the Monroe County Clerk's Office for the purpose of collecting 2009 Town and County Taxes.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

DISCUSSION:

a. Definition of “Part-time Employee.” At the October Town Board meeting discussion was held regarding the need to provide a better definition of “part-time” employee in the Town of Hamlin Employee Manual. It was discussed that a part-time employee should be someone who works 12 months, with a set weekly schedule. A proposed change to the Employee Manual to establish two categories of part-time employee – “permanent part time” defined as someone who works a set schedule throughout the year with a minimum of 20 hours a week but less than 40 hours a week and “non-permanent or temporary/seasonal”, someone who either works less than 20 hours a week or who performs a specific function for a limited period of time.

Brief discussion was held regarding whether it should be effective immediately or when the next new person is hired after the date of the change. Also, the determination of whether or not to grandfather current employees who would be negatively impacted.

AUTHORIZATION TO APPROVE CHANGES TO THE EMPLOYEE MANUAL REGARDING PART-TIME EMPLOYMENT CLASSIFICATIONS

Resolution #235 Motion was made by Councilperson Rose, seconded by Councilperson Breslawski to approve changes to the employee manual regarding part-time employment classifications and associated benefits with any changes to associated benefits to become effective immediately, excepting any current employee who would be negatively effected.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

b. Future water district planning. As previously discussed at the September 9, 2008 workshop, the Town Board agreed that the remaining, reasonably feasible district would be the Church Road District (between Martin and E. Fork). Concern was expressed about the June estimate of \$379,516 and July estimate of \$450,000 (this is only for the 8” line not the 12” that Monroe County Water prefers). Using the estimated costs provided by Chatfield, and the entire remaining Monroe County Water Authority subsidy balance of \$355,394, and Monroe County Water Authority paying for the upgrade to the 12-inch main, the total average cost per EDU would be \$751.80. Comptroller approval would be needed and no guarantee. Town Board was asked to consider whether the Church Road residents should be contacted regarding the informal petition submitted in June and asked to submit a more formal petition, whether to table the issue and any other potential district until such a time as the economic conditions are better, or whether to consider other strategies. It was Town Board consensus to send correspondence to those who originally submitted the informal petition, advise them of the estimated costs and allow them to consider whether to pursue the issue further.

c. Review the proposed changes to the Recreation Department by-laws. Angel Male, Recreation Chair and Stan Lyons, Recreation Committee presented the proposed by-law changes. Major changes to the by-laws are to eliminate the Assistant Director and expand Secretary position as Administrative Assistant to the Director. This will expand the office hours to 40 hours per week. With the deletion of the Assistant Director there is no net increase in the budget.

**APPROVAL FOR REVISED TOWN OF HAMLIN RECREATION
DEPARTMENT COMMISSION BY-LAWS**

Resolution #236 Motion was made by Councilperson Breslawski, seconded by Councilperson Marchetti to approve the revised Town of Hamlin Recreation Department Commission by-laws as submitted.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

d. Posting of vacant positions. The intent is to be able to advertise the vacancies, obtain applications, and conduct interviews prior to the January 5, 2009 organization meeting so that all new hires and appointments become effective that date.

(1). The first position is the full-time BI/CEO/FM vacated when BJ Maier resigned and has been filled on a temporary basis by Charlie Hungerford, Assistant BI/CE.

**APPROVAL TO POST THE FULL-TIME BI/CEO/FM POSITION
APPLICATIONS DUE BY 4 PM NOVEMBER 25, 2008**

Resolution #237 Motion was made by Councilperson Rath, seconded by Councilperson Rose to approve the posting of the full-time BI/CEO/FM position with applications due to the Town Clerk's office by 4 pm, November 25, 2008 with an effective date of employment of January 5, 2009.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

(2). Since the Town will be advertising the combined BI/CEO/FM position and as the acting BI/CEO, Charlie Hungerford, intends to apply and will be considered for the position, should the Town concurrently advertise for the Assistant BI/CEO position which Charlie vacated when he became acting BI/CEO/FM? It's been recommended that the Town Board consider combining the currently separate Assistant BI/CEO position, a part-time hourly wage position, with the Assistant Fire Marshal position, a non-paid position, to form one part-time, paid Assistant BI/CEO/FM position. (Note the incumbent Assistant FM has already requested reappointment to that position). Brief discussion continued.

APPROVAL TO POST THE ASSISTANT BI/CEO POSITION, A PART-TIME, HOURLY WAGE POSITION APPLICATIONS DUE BY 4 PM NOVEMBER 25, 2008

Resolution #238 Motion was made by Councilperson Marchetti, seconded by Councilperson Rose to post the Assistant BI/CEO position, a part-time hourly wage position with applications due to the Town Clerk's office by 4 pm, November 25, 2008 with an effective date of employment of January 5, 2009.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

APPROVAL TO POST RECREATION DIRECTOR AND ADMINISTRATIVE ASSISTANT POSITION APPLICATIONS DUE BY 4 PM NOVEMBER 25, 2008

Resolution #239 Motion was made by Councilperson Rose, seconded by Councilperson Breslawski to post the newly designated Recreation Director and the Administrative Assistant positions with applications due to the Town Clerk's office by 4 pm, November 25, 2008 and an effective employment date of January 5, 2009.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

- (3). Town Board received a letter from Planning Board Member Dane Emens expressing his desire not to be reappointed.

APPROVAL TO POST UPCOMING VACANT PLANNING BOARD POSITION APPLICATIONS DUE BY 4 PM NOVEMBER 25, 2008

Resolution #240 Motion was made by Councilperson Rose, seconded by Councilperson Breslawski to post the upcoming vacant Planning Board position with applications due to the Town Clerk's office by 4 pm, November 25, 2008 and an effective employment date of January 5, 2009 with such appointment expiring December 31, 2015.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

APPROVAL TO APPOINT CHARLES HUNGERFORD AS TOWN OF HAMLIN REPRESENTATIVE TO THE MONROE COUNTY PRE-DISASTER MITIGATION PLANNING COMMISSION

Resolution #241 Motion was made by Supervisor Roach, seconded by Councilperson Rose to appoint Charles Hungerford as Town of Hamlin representative to the Monroe County Pre-Disaster Mitigation Planning Commission
Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

APPROVAL TO SCHEDULE INTERVIEWS FOR THREE OPEN POSITIONS, DECEMBER 1, 2008 AT 6:00 PM

Resolution #242 Motion was made by Councilperson Breslawski, seconded by Councilperson Marchetti to approve scheduling of interviews for the three open positions December 1, 2008 at 6 pm.
Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

REPORTS:

Assessor Melanie Fahmer reported: GAR Associates is taking advantage of the good weather; there have been no bad reports, everything going smoothly. Some confusion in the correspondence from Albany regarding the STAR rebates. Mr. Fox was asked to share the correspondence that has been sent to the Assessor's Office with Assemblyman Steve Hawley.

Highway Superintendent Tom Ingraham reported: Brick Schoolhouse Road waterline is in, and connections are coming along good. Brush pick up was good—picked up 78 loads including some from buildings and grounds. They are slowly getting the equipment ready for snow. The plows are in the barn and ready to be hooked up. Hamlin Meadows is coming along, no utilities started yet.

APPROVAL FOR SNOW REMOVAL FOR COUNTRY CREEK PHASES I & II

Resolution #243 Motion was made by Councilperson Rose, seconded by Councilperson Rath to approve snow removal for Country Creek Phases I & II through May 1, 2009.
Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

BI/CEO Charlie Hungerford reported: Office is busy as per monthly report. Supervisor Roach and Councilperson Rose both complimented Charlie on all his accomplishments.

Assistant Historian Bob Kruger reported: The boiler has been re-inspected and is good for another 2 years.

Library Trustee George Bott reported: The library is circulating a questionnaire. Food for fines collected 386 items and the Friends of the library are planning their tree lighting ceremony.

Councilperson Paul Rath reported: A lot going on at Hamlin Beach. Ed Evans has been working on the CCC Camp findings.

Councilperson David Rose reported: Seniors enjoyed their time at the Senior Academy with the Monroe County Sheriff's department. Thirty-six people attended the academy and "graduated" at the end of October.

Councilperson Mike Marchetti: Nothing to report.

Councilperson Tom Breslawski reported: Hamlin Herald had an article a few weeks ago about the CCC Camp. Councilperson Breslawski was given a tour recently by Mr. Evans of the CCC Camp. There are a great deal of 'discoveries' that have been found there. Residents have asked Councilperson Breslawski why there is a fall brush pick up. After doing some research he discovered that the fall brush pick up is approximately half the amount of the spring pick up. Due to the cost of fuel, he suggests that the Town discontinue the fall brush pick up and have it all be done in the spring.
Brief discussion continued.

Supervisor Roach reported: Received the results of the internal audit of the Town Clerk and Recreation offices. Supervisor Roach has asked each office to prepare a plan of action to accomplish the recommendations and to provide that plan of action to the Town Board by the December Town Board meeting. Supervisor Roach assigned each board member to do a review of the areas over the next six months. Supervisor Roach has also received the concept design for the south entry handicap accessible renovation. He asked that each board member review the design and would like it to be on the agenda for December so it can be discussed. Patrick Wilson of 25 Barringer Drive has attained the rank of Eagle Scout. His Scoutmaster has asked that the Town Board acknowledge this achievement.

APPROVAL TO AWARD A TOWN OF HAMLIN CERTIFICATE OF COMMENDATION TO EAGLE SCOUT PATRICK WILSON

Resolution #244 Motion was made by Supervisor Roach, seconded by Councilperson Rose to award a Town of Hamlin Certificate of Commendation to Patrick Wilson for achieving Eagle Scout rank and that this achievement be so noted in the minutes of this Town Board meeting minutes.

Members polled: Councilperson Breslawski aye, Councilperson Marchetti aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

Supervisor Roach reminded all board members present that the Hazard Construction training seminar will be held Thursday, November 13, 2008 at 7 pm. A reminder to Honor our Veterans November 11, 2008 for Veterans Day.

Superintendent Tom Ingraham reported that the Lion's building for Recreation has come in, it is being housed at the Highway garage for right now. The Grandy House is being torn down.

ADJOURNMENT

A motion was made by Councilperson Breslawski seconded by Councilperson Rath to adjourn the meeting at 8:15 pm as all business has been concluded.

Members polled: Councilperson Breslawski aye, Councilperson Rath aye, Councilperson Rose aye, Supervisor Roach aye. Motion carried.

Respectfully,

Kathi A. Rickman, RMC/CMC
Hamlin Town Clerk