

TOWN OF HAMLIN ORGANIZATIONAL MEETING
January 2, 2013

The 2013 Organizational Meeting of the Hamlin Town Board, held at the Hamlin Town Hall, 1658 Lake Road, was opened at 6:00 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.

Oath of Office was administered by Kathi A. Rickman, Town Clerk, to the elected Official of the Town of Hamlin:

Jason Baxter Town Councilperson

The 2013 Organizational Meeting of the Hamlin Town Board was called to order at 6 pm by Supervisor Breslawski, who presided.

Present: Supervisor Thomas Breslawski, Councilperson Jason Baxter, Councilperson Craig Goodrich, Councilperson Martin Maier and Councilperson David Rose.

Also present: Highway Superintendent Steven Baase and Conservation Board member Ed Evans.

APPOINTMENT OF DEPUTY SUPERVISOR

As Supervisor of the Town of Hamlin, I appoint David G. Rose as the Deputy Supervisor for the year 2013.

APPOINTMENT OF DEPUTY TOWN CLERK

In accordance with Town Law, Town Clerk Kathi A. Rickman appoints Mary Ann Knapp as Deputy Town Clerk for the year of 2013.

CONFERENCES AND TRAINING PROGRAMS

Resolution #1 Motion was made by Councilperson Rose, seconded by Councilperson Baxter, requesting Town Board resolution 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. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #2 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution reauthorizing 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 the Town Board.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #3 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich, requesting Town Board resolution requiring all Department heads and employees wishing to attend conferences or training programs to have prior approval of the Town Board.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #4 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution authorizing transportation costs to be paid at the rate of \$.555 per mile for the use of a personal vehicle. Any other mode of transportation must have prior Town Board approval. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #5 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution 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. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ASSESSOR TRAINING SESSIONS

Resolution #6 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to authorize the Hamlin Assessor to attend all State and County training sessions for Assessors for the year 2013, as budgeted. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

NEWSPAPER

Resolution #7 Motion was made by Councilperson Maier, seconded by Councilperson Baxter, requesting Town Board resolution to designate the (HAMLIN-CLARKSON HERALD) as the Official Newspaper for the Town of Hamlin for 2013. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

HIGHWAY DEPARTMENT FUNCTIONS

Resolution #8 Motion was made by Councilperson Rose, seconded by Councilperson Baxter, requesting Town Board resolution authorizing the Highway Superintendent to attend highway functions, as budgeted. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

In accordance with Town Law, Highway Superintendent Steven Baase appoints Michael German as Deputy Highway Superintendent for the year 2013.

HIGHWAY

Resolution #9 Motion was made by Councilperson Baxter, seconded by Councilperson Rose, requesting Town Board resolution setting Deputy Highway Superintendent wage at \$2,767.60 to be paid over 26 pay periods. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #10 Motion was made by Councilperson Rose, seconded by Councilperson Baxter, requesting Town Board resolution setting the Highway Employee's hourly rate:

1. Foreman \$19.92 - \$25.74 range
2. Maintenance Mechanic \$15.92 - \$24.77 range
3. Specialized M.E.O. \$14.63 - \$24.77 range
4. M.E.O. \$12.96 - \$24.07 range
5. Laborer, Full Time \$ 8.64 - \$18.76 range

6. Laborer, Part time \$ 7.97- \$16.43 range

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

HIGHWAY EXPENDITURES

Resolution #11 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution authorizing the Highway Superintendent to purchase small tools and equipment between \$10,000.00 and \$20,000 for the year of 2013, with Town Board approval, as budgeted. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ALL SEASON COUNTY/TOWN WORK AMENDATORY AGREEMENT W/MONROE COUNTY

Resolution #12 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to approve the amendatory agreement with Monroe County for the All Season County/Town Work Agreement for 2013. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

2012-2013 SNOW AND ICE AMENDATORY AGREEMENT

Resolution #13 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to approve the 2012-2013 Snow and Ice Amendatory Agreement between Monroe County and the Town of Hamlin. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

DOG CONTROL OFFICERS

Resolution #14 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to acknowledge Dave Maynard as the Dog Control Officer at the salary of \$9,180.00 for the year 2013 to be paid on a 26 pay period basis, and to serve at the pleasure of the Town Board. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #15 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board approval to acknowledge Tom Mussler as the Assistant Dog Control Officer and set the hourly rate for the Assistant Dog Control Officer on an on-call basis of \$8.00 per hour, to be paid on a 26 pay period basis, and to serve at the pleasure of the Town Board. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

HISTORIAN

In accordance with Town Law, the Supervisor appoints Robert Kruger as Historian for the year of 2013 at an annual salary of \$5,708.18 to be paid monthly, effective January 1, 2013.

RECREATION

Resolution #16 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to acknowledge Patty Jo Groenendaal as Recreation Director at the salary of \$31,758.21 for the year of 2013 to be paid on a 26 pay period basis, and to serve at the pleasure of the Town Board. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #17 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to authorize the Hamlin Recreation Department to attend all State and County training sessions, conferences and/or meetings in 2013 as budgeted.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

BUILDING INSPECTOR/FIRE MARSHAL

Resolution #18 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to acknowledge Chad Fabry as Building Inspector/Code Enforcement Officer per the Intermunicipal Agreement with the Town of Clarkson.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #19 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to acknowledge Chad Fabry as Fire Marshal per the contractual agreement.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #20 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to acknowledge Ronald Bragg as Deputy Fire Marshal, to serve at the pleasure of the Town Board.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #21 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution to set the pay rate for Deputy Fire Marshal at \$75.00 per incident responded.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #22 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to authorize the Hamlin Code Enforcement Department to attend all State and County training sessions for the year of 2013, as budgeted.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #23 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to assign Civil Defense Director duties to the Building Inspector/Code Enforcement Officer/Fire Marshal for the year of 2013.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

BANKS

Resolution #24 Motion was made by Councilperson Rose seconded by Councilperson Goodrich, requesting Town Board resolution to designate the Hilton Office of M&T Bank as depository for the Town of Hamlin accounts for the year of 2013 as follows:

1. General Fund
2. Highway Fund
3. Consolidated Water
4. Hamlin HRA Account
5. Payroll Account

6. Employee Trust Fund
7. Water Bond Account #408252
8. Cell Tower Escrow
9. Investment Disbursement Account
10. Hamlin Money Market

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #25 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to authorize the Town Supervisor to check with all area banks for the best interest rate for investments.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SALARIES

HIGHWAY SUPERINTENDENT

Resolution #26 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to set the salary of the Highway Superintendent for the year of 2013 at \$65,706.29 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 and the State of New York by the Highway Superintendent will be entered as Revenue received by the Town of Hamlin.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

PARKS SUPERINTENDENT

Resolution #27 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to appoint Steven Baase as Park Superintendent for the year of 2013, and be paid \$4025.00 in 26 pay periods.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SEWER SUPERINTENDENT

Resolution #28 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to appoint Steven Baase as Sewer Superintendent for the year 2013 and to be paid \$4,624.54 in 26 pay periods.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SECRETARIAL, CUSTODIAL AND RECREATIONAL RATES

Resolution #29 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to set the following salaries:

- | | |
|-----------------------------------|-----------------------------|
| 1. Court Clerk 1 & 2 | \$ 7.96 -\$19.58 range |
| 2. Bookkeeper to Supervisor | \$10.03 -\$19.58 range |
| 3. Deputy Town Clerk | \$ 7.90 -\$19.58 range |
| 4. Custodian | \$ 7.90 -\$19.58 range |
| 5. Clerk Typist & Clerk IV P.T. | \$ 7.90 -\$19.58 range |
| 6. Recreational Seasonal Position | \$ 7.90 -\$19.58 range |
| 7. Court Officer | \$53.04 per regular session |
| 8. Court Officer | \$60.00 per DA session |

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SALARIES OF TOWN SERVANTS

Resolution #30 Motion was made by Councilperson Maier, seconded by Councilperson Rose, requesting Town Board resolution to set the following salaries:

1. Supervisor - \$21,530.54 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 - \$39,915.71 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.
5. Councilpersons (4) - \$7,028.09 each to be paid in 12 monthly payments.
6. Town Justices (2) - \$13,134.01 each to be paid in 12 monthly payments.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ENGINEER

Resolution #31 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to acknowledge Chatfield Engineers P.C. as Engineer for the year of 2013, per the existing agreement for engineering services, accepting the new 2013 Hourly Billing Rates.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SECRETARY TO BUILDING INSPECTOR/PLANNING, ZONING & CONSERVATION BDS.

Resolution #32 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board approval to acknowledge Heather Norman as Secretary to the Building Inspector, Planning, Zoning and Conservation Boards until January 16, 2013 and to set an hourly salary up to \$12.16.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #33 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to establish a maximum 28-hour work week, with a minimum of 22 hours a week for the Building Inspector, 3 hours to be paid for each Support Board meeting and 3 hours of discretionary time to be used at the option of the Building Inspector.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

PLANNING BOARD

Resolution #34 Motion was made Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to set the salaries of the Planning Board members for 2013, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.38 per regular monthly meeting attended.
2. Six (6) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #35 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to re-appoint Ron Breslawski to the Planning Board for the term to expire on December 31, 2019.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ZONING BOARD OF APPEALS

Resolution #36 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to set the salaries of the Zoning Board of Appeals members for 2013, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.38 per regular monthly meeting attended.
2. Four (4) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #37 Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board resolution to re-appoint Jerry Hoffman to the Zoning Board of Appeals for the term to expire on December 31, 2017.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #38 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to re-appoint Ed Haight to the Zoning Board of Appeals for the term to expire on December 31, 2017.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

CONSERVATION BOARD

Resolution #39 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution to set the salaries for the Conservation Board members for 2013, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

1. Chairperson - \$230.38 per regular monthly meeting attended.
2. Monroe County Environmental Management Council delegate - \$40.00 per County Meeting attended/paid semi-annually.
3. Six (6) members each at \$120.26 per regular monthly meeting attended.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #40 Motion was made Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to re-appoint Jeanine Klopp to the Conservation Board for a two-year term, to expire on December 31, 2014.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #41 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to re-appoint Paul Nau to the Conservation Board for a two-year term, to expire on December 31, 2014.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #42 Motion was made by Councilperson Rose, seconded by Councilperson Baxter, requesting Town Board resolution to appoint Walt Fisher to the Conservation Board for a two-year term, to expire on December 31, 2014.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SUPPORT BOARDS

Resolution #43 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution authorizing Support Board Chairs to designate “Excused with Pay” any member’s absence due strictly to personal illness or family emergency.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #44 Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board resolution 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 2013. Members who exceed two absences during the year 2013 must request reappointment for the following year or be replaced.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #45 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich requesting Town Board resolution to require all paid Support Board members to complete a minimum of four (4) continuing education units during the year 2013, per Chapter 662, New York Laws of 2006. Members who fail to do so must request reappointment for the following year or be replaced.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ASSESSOR

Resolution #46 Motion was made by Councilperson Rose, seconded by Councilperson Maier, requesting Town Board resolution to acknowledge Don Wells as Assessor for 2013, per the Intermunicipal Agreement with Parma.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #47 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution to acknowledge Elizabeth Spencer as Clerk to the Assessor, at a rate of \$11.73 per hour for 30 hours per week, and to serve at the pleasure of the Town Board.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

TAX COLLECTOR

Resolution #48 Motion was made by Councilperson Goodrich, seconded Councilperson Baxter, requesting Town Board resolution to reappoint Kathi A. Rickman as Tax Collector, and pay her the sum of \$4,319.53 as budgeted, to be paid in a 26-pay period basis for the year of 2013.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ELECTION INSPECTORS

Resolution # 49 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to set the salaries of the Election Inspectors for the year of 2013 as budgeted.

1. Chairperson - \$20.00/per election
2. Election Inspector - \$10.00/hour

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #50 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to set the compensation for schooling and testing at \$25.00 per year. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ATTORNEY

Resolution #51 Motion was made by Councilperson Goodrich, seconded dually by Councilperson Rose and Councilperson Baxter, requesting Town Board resolution to acknowledge Ken Licht as the Attorney to the Town for 2013 per the existing agreement for legal services. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #52 Motion was made by Councilperson Baxter, seconded by Councilperson Rose, requesting Town Board resolution to acknowledge Ken Licht as the Attorney to the Support Boards for 2013 per the existing agreement for legal services. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

TOWN CLERK TRAINING SESSIONS

Resolution #53 Motion was made by Councilperson Rose, seconded dually by Councilperson Goodrich and Councilperson Baxter, requesting Town Board resolution to authorize the Hamlin Town Clerk and Deputy Town Clerk to attend all State and County training sessions for the year of 2013 as budgeted. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

SENIOR CITIZEN COORDINATOR

Resolution #54 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to acknowledge Katrina Hurd as the Senior Citizen Coordinator for the year 2013 and to set the annual salary at \$4,264.63 to be paid monthly. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

BOARD OF ETHICS

Resolution #55 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to re-appoint Linda Rabjohn to a five year term on the Ethics Board, to expire on December 31, 2017. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

PRE-PAYMENT OF BILLS

Resolution #56 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board approval to prepay all utility bills including cell phone bills and postage for the newsletter/brochure, postage meter rental, and refill postage meter. Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

REVIEW OF TOWN POLICIES

Resolution #57 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution acknowledging the annual review and approval of the Town of Hamlin Procurement Policies and Procedures per General Municipal Law Section 10 and 11. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #58 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution acknowledging the annual review and approval of Town of Hamlin Workplace Violence Policy. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #59 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution acknowledging the annual review and approval of the Town of Hamlin Procedure for Waiving Fees. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #60 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution acknowledging the annual review and approval of the Town of Hamlin Credit Card Policies and Procedures for the Town of Hamlin. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #61 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution acknowledging the annual review and approval of the Town of Hamlin Investment Policy. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution # 62 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution acknowledging the annual review and approval of the Town of Hamlin Fund Balance Policy. No changes were made.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

PUBLIC OFFICIAL'S BOND

Resolution #63 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

- | | |
|---|--|
| 1. Employees (including Clerks, Court Clerk and Town Officers and employees not prescribed below) | \$ 25,000 Limit
\$ 1,000 Deductible |
| 2. Town Clerk/Tax Collector/Deputy Town Clerk | \$500,000 Limit |
| 3. Town Supervisor/Deputy Supervisor/Bookkeeper/Assistant Bookkeeper | \$100,000 Limit |

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

LIBRARY TRUSTEES

Resolution #64 Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board resolution to re-appoint Carolyn Hungerford to the Library Board of Trustees for a five year term, to expire on December 31, 2017.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

WORKER'S COMPENSATION REPRESENTATIVES:

Resolution #65 Motion was made by Councilperson Rose, seconded by Councilperson Maier, requesting Town Board resolution to appoint Darlene Capamaggio to serve as Director for 2013 to represent the Town of Hamlin in making decisions per the Intermunicipal Agreement for UNYMWCP our self-insured compensation plan.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #66 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to appoint David Rose to serve as alternate Director for 2013 to represent the Town of Hamlin per the Intermunicipal Agreement for UNYMWCP our self-insured compensation plan.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose abstain, and Supervisor Breslawski aye. Motion Carried.

Resolution #67 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to appoint Steven Baase as Facilitator for 2013 for UNYNWCP to represent the Town of Hamlin at the safety steering meetings per the Intermunicipal Agreement for our self-insured compensation plan.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #68 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to approve Workman's Compensation claims of \$300.00 or less to be handled in house.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

LIAISONS FOR 2013

Resolution #69 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution acknowledging Town Board Liaisons for 2013 as follows:

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

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ALL HAZARDS INCIDENT MANAGEMENT SYSTEM

Resolution #70 Motion was made by Councilperson Maier, seconded by Councilperson Baxter, requesting Town Board resolution to adopt for 2013 the National Incident Management System as the Town's All Hazards Incident Management System.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Resolution #71 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to accept the bid of Emergency Enclosures, Inc. for the emergency call out services, limited to work required to secure an unsafe building in accordance with the authority granted to the Building Inspector or Fire Marshal by the provisions of Section 231-11 of the Hamlin Town Code.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

RESIGNATION OF HEATHER NORMAN, CLERK TO BUILDING INSP/SUPPORT BOARD

Resolution #72 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to acknowledge the resignation of Heather Norman as Clerk to the Building Inspector/Support Board Clerk.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ADVERTISE POSITION OF CLERK TO BUILDING INSP/SUPPORT BOARD CLERK

Resolution #73 Motion was made by Councilperson Maier, seconded by Councilperson Rose, requesting Town Board resolution to advertise the open position of Clerk to the Building Inspector/Support Board Clerk with applications due in to the Town Clerk's Office by 4 pm on Friday, January 18, 2013.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

ADJOURNMENT

A motion was made by Councilperson Rose, seconded by Councilperson Goodrich to adjourn the meeting at 6:38 PM as all business had been concluded.

Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, and Supervisor Breslawski aye. Motion Carried.

Respectfully submitted,

Kathi A. Rickman, MMC
Hamlin Town Clerk