

**Hamlin Town Board Meeting  
April 8, 2013**

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 Breslawski. 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.

Present: Councilperson Jason Baxter, Councilperson Craig Goodrich, Councilperson Martin Maier, Councilperson David Rose, and Supervisor Thomas Breslawski. Also present: Attorney Ken Licht; Highway Superintendent Steven Baase; Building Inspector Chad Fabry; Conservation Board Member Ed Evans and Walt Fisher; Library Director Kay Hughes-Dennett; Town Historian Bob Kruger; Recreation Director Patty Jo Groenendaal; Daniel Barber and Rocco Leon of New York Life. Residents: Eric Peters, Ben Geist, Karine Rose, Carole Phillips, David Phillips, Gary Ferrara, Samantha Nickel, Nick Kramer, Roberta and Ron Fey, David Wolfe, Eric Jensen, Nancy Larnder, Cherie Rockow, Nanette Davis, Sue Evans, Art and Carol McFarlane, Ray and Carole Mack, John and Linda DeRue

**PRESENTATION BY DANIEL BARBER AND ROCCO LEONE OF NEW YORK LIFE**

New York Life offers a voluntary payroll deduct Life Insurance Policy opportunity for all employees. It's a permanent whole life policy that is not universal, and is not term. It is portable; they can take it with them. It has a guaranteed premium, never to increase for as long as they have the policy, guaranteed cash value that increases each and every year and guaranteed death benefit that increases each and every year. They can put money into the policy. There is no cost to the Town and it is a line on their paychecks. New York Life will be setting up appointments with the employees to explain their policies.

**PUBLIC FORUM**

Supervisor Breslawski reminded all those present of the rules of Public Forum and opened the Public Forum.

**David Philips, 1334 Brookedge Drive** – Where are we going with this Public Library? What's happening? Does the Town Board have the right to override the Planning Board? I have 10 grandchildren from ages 11 down to 1 years old that all reside in Hamlin. It keeps getting tabled and now we have involved all these lawyers, along with that burden on the taxpayers, when it was supposed to be a free library between an endowment and a \$466,000 grant. Are we going to lose the grant? What is the Town Board doing to see this Library go through?

Supervisor Breslawski stated that it is in the hands of the attorneys and he has been in contact with them on a regular basis. We expect to have some forthcoming information within the next week to two weeks as to what our strategy may be to get this thing through. Speaking for myself, I am committed to this project and it has distressed me and frustrated me quite a bit that it has had to involve so much additional legal participation, when it was not a project that I felt was all that complicated.

Councilperson Goodrich stated that he feels everyone on the Town Board and everyone in the Town is for the Library. It's too bad that things got mixed up in the beginning, but we are trying to work our way through it. I don't think that there is anyone here who is against the Library one bit.

Councilperson Rose stated that he spoke for over an hour to an attorney. We all want to see the Library as much as what the general public wants. I can honestly say that I know we are looking into it to see what we can do with the proceedings.

**Ed Evans, 979 Hamlin Center Road** – After reading the Hamlin Clarkson Herald article, I sat down and prepared something to read in public forum tonight, I decided it would be more expedient to simply turn my comments over to the Town Board. They are thoughts I had on the subject that weren't included in the article and I will let the Town Board do what they want with them.

The Public Forum was closed.

**APPROVAL OF REGULAR TOWN BOARD MEETING MINUTES OF MARCH 11, 2013**

**Resolution # 158** Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board approval of the regular Town Board Meeting Minutes of March 11, 2013. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose abstains, Supervisor Breslawski aye. Motion carried.

**APPROVAL OF PUBLIC HEARING MEETING MINUTES OF MARCH 11, 2013**

**Resolution # 159** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board approval of the Public Hearing Meeting Minutes of March 11, 2013. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose abstains, Supervisor Breslawski aye. Motion carried.

**APPROVAL OF SPECIAL TOWN BOARD MEETING MINUTES OF MARCH 14, 2013**

**Resolution # 160** Motion was made by Councilperson Maier, seconded by Councilperson Baxter, requesting Town Board approval of the Special Town Board Meeting Minutes of March 14, 2013. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVAL OF SPECIAL TOWN BOARD MEETING MINUTES OF APRIL 1, 2013**

**Resolution # 161** Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board approval of the Special Town Board Meeting Minutes of April 1, 2013. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**AUTHORIZATION OF PAYMENT OF BILLS FROM THEIR RESPECTIVE FUNDS**

**Resolution # 162** Motion was made by Supervisor Breslawski, seconded by Councilperson Baxter, requesting Town Board approval for the authorization of payment of bills from their respective funds.

<b>MONTHLY TOTALS</b>			<b>ABSTRACT 4</b>
<u>ACCOUNTS</u>	<u>VOUCHER#</u>	<u>AMOUNT</u>	<u>ACCOUNT TOTALS</u>
General	11141-11147	8887.69	
	11251-11252	3895.00	
	11321-11378	69016.89	
	11379	3234.56	
<b>* Visa Charges</b>		248.40	
<b>Account Total</b>			<b>\$ 85,282.54</b>
<hr/>			
Library			
	11148-11150	876.05	
	11281-11294	5849.54	
<b>Account Total</b>			<b>\$ 6,725.59</b>
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Highway	11295-11320	51004.76	

<b>* Visa Charges</b>		148.97	
<b>Account Total</b>			<b>\$ 51,153.73</b>
Sewer	11151	310.73	
	11279-11280	470.13	
<b>Account Total</b>			<b>\$ 780.86</b>
Light	11152	1536.82	
<b>Account Total</b>			<b>\$ 1,536.82</b>
Employees Trust			
	11153	2279.31	
	11154-11155	25827.50	
<b>Account Total</b>			<b>\$ 28,106.81</b>
<b>Hamlin/Kendall # 5</b>	1	4413.75	
<b>Account Total</b>			<b>\$ 4,413.75</b>
<b>GRAND TOTAL:</b>			<b>\$ 178,000.10</b>

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

Supervisor's Monthly report acknowledged and filed.

#### **CORRESPONDENCE:**

- a. Governor Cuomo: Celebrating Women's History Month
- b. Comptroller Thomas P. DiNapoli's Weekly News, March 10, 2013
- c. Letter from Tonya Churchill, re: Library Talk in NC
- d. Letter from Kurtis and Alicia Charland of Roosevelt Highway, re: Hamlin Library
- e. Letter from Meals on Wheels, re: "March for Meals"
- f. Letter from Richard & Jeanne Newman of 7724 Newco Drive, re: Support of Library
- g. Letter from Evelyn Kreck of 1172 Walker Lake Ontario Road, re: Support of Library
- h. Letter from Ronald & Anne Klein of 11 Fawn Meadow Drive, re: Support of Library
- i. Letter from Lorrie Daniels, re: Support of the Library
- j. Letter from Anthony DiNatale, re: Support of the Library
- k. First Annual Blue and Gold Banquet for Hamlin Pack 394, March 23, 2013
- l. Letter from Alicia Charland, re: Support of Library
- m. Comptroller Thomas P. DiNapoli's Weekly News, March 17, 2013
- n. Letter from Ken Applebaum of 1744 Apple Hollow Lane, re: Support of Library
- o. Governor Cuomo: A Budget that Creates Jobs & Cuts Taxes
- p. Letter from Linda Mackin, re: Support of Library
- q. Letter from Richard Marsden of 18 Greenridge Crescent, re: Resignation from Library Trustees
- r. Letter from Laurel Seifert of 349 Wiler Road, re: Support of Library
- s. Letter from Carina N. Meyer, re: Support of Library
- t. Letter from Assemblyman Steve Hawley, re: Opposition to the SAFE Act
- u. Letter from Andrew Johnston, re: Support of Library
- v. Letter from Mary Ann Hurlbut of 6 Pinewood Drive, re: Support of Library
- w. Letter from Deborah S. Rath, re: Resignation as Support Board Clerk
- x. Governor Cuomo: Passover Greetings
- y. Letter from Grace Purcell of 427 Wiler Road, re: Support of Library

- z. Letter from Linda DeLaura of 87 Close Hollow Drive, re: Support of Library
- aa. Letter from Laurie E. Golterman, re: Support of Library, Planning Board ethics
- bb. Letter from Ashley L. Golterman, re: Support of Library, Planning Board ethics
- cc. Letter from Ronald A. Golterman, re: Support of Library, Planning Board ethics
- dd. Letter from Kymberly C. Golterman, re: Support of Library, Planning Board ethics
- ee. Letter from Kurtis A. Golterman, re: Support of Library, Planning Board ethics
- ff. Letter from Ronald Breslawski of 501 Priem Road, re: Resignation from Planning Board
- gg. Genesee-Finger Lakes Active Transportation Summit - April 30
- hh. A video message from the Governor
- ii. Governor Cuomo: Easter Greetings
- jj. Letter from Trish Nenni of Settlers Lane, re: Support for Library
- kk. Letter from Congressman Chris Collins, re: Support of Second Amendment
- ll. State of New York Grants Reform Project
- mm. Hamlin Dog Control Call Log 3/3/13-3/29/13
- nn. Letter from Suburban Disposal, re: Open House May 4, 2013

### **ADVERTISE FOR BIDS TO MOW DELINQUENT PROPERTY LAWNS FOR 2013 APPROVED**

**Resolution # 163** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to advertise for bids to mow lawns of delinquent properties for 2013, with all bids due in to the Town Clerk's Office by 11:00 AM on Friday, April 26, 2013.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

### **PH SCHEDULED TO ELIMINATE REQUIREMENT OF SOME BUILDING PERMITS**

**Resolution # 164** Motion was made by Councilperson Rose, seconded dually by Councilperson Maier and Councilperson Goodrich, requesting Town Board resolution to schedule a Public Hearing on a local law Amending Section 520-31 of the Town of Hamlin Zoning Law of 1991 to Eliminate in Certain Zoning Districts the Requirement of Building Permits for Sheds, Cabanas or Similar Structures Which Do Not Exceed 144 Square Feet in Floor Area on May 13, 2013 at 6:30 PM.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

### **RESIGNATION OF RICHARD MARSDEN FROM LIBRARY BOARD OF TRUSTEES**

**Resolution # 165** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to acknowledge the resignation of Richard Marsden from the Library Board of Trustees.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

### **APPROVE ESTABLISHING L FUND ACCOUNTS**

**Resolution # 166** Motion was made by Councilperson Rose, seconded by Councilperson Maier, requesting Town Board resolution to approve establishing L Fund accounts L7410.1, L7410.2, L7410.4 and L1550.10 and to amend the General Fund Budget by reducing the amount in account AA.7410.1 by \$100,770.00 and increasing account L7410.1 by \$100,770.00, reducing account AA7410.2 by \$1,100.00 and increasing account L7410.2 by \$1,100.00, reducing account AA7410.4 by \$93,799.04 and increasing account L7410.4 by \$93,799.04 and reducing account AA1550.1 by \$8,500.00 and increasing account L1550.1 by \$8,500.00.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVAL TO SET UP A SEPARATE BANK ACCOUNT FOR THE L FUND**

**Resolution # 167** Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board resolution to set up a separate bank account for the L Fund.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**RESIGNATION OF DEBORAH RATH FROM BUILDING INSP & SUPPORT BD CLERK**

**Resolution # 168** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to acknowledge the resignation of Deborah S. Rath from the position of Building Inspector and Support Board Clerk.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**SPECIAL TOWN BOARD MEETING SCHEDULED ON APRIL 11, 2013**

**Resolution # 169** Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to schedule a Special Town Board Meeting on April 11, 2013 at 6 PM for the purpose of conducting interviews.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVE NYS SECURITY BREACH REPORTING FORM AS OFFICIAL FORM**

**Resolution # 170** Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to approve the New York State Security Breach Reporting Form as the official Town of Hamlin Security Breach Reporting Form.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVE TOWN OF HAMLIN BREACH NOTIFICATION POLICY**

**Resolution # 171** Motion was made by Councilperson Rose, seconded dually by Councilperson Goodrich and Councilperson Maier, requesting Town Board resolution to approve the Town of Hamlin Breach Notification Policy as follows:

**TOWN OF HAMLIN****INFORMATION SECURITY BREACH AND NOTIFICATION POLICY**

The Town values the protection of private information of individuals in accordance with applicable law and regulations. Further, the Town is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's *private information* in compliance with the Information

**Security Breach and Notification Act and Board policy.**

- a) "*Private information*" shall mean *\*\*personal information* in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number;
  2. Driver's license number or non-driver identification card number; or
  3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.
- "*Private information*" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.
- \*\*"Personal information"* shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.
- b) "*Breach of the security of the system,*" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Town. Good faith acquisition of personal information by an employee or agent of the Town for the purposes of the Town is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

**Examples of Determining Factors**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the Town may consider the following factors, among others:

- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b) Indications that the information has been downloaded or copied; or
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

**Notification Requirements**

- a) For any computerized data owned or licensed by the Town that includes private information, the Town shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The Town shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by the Town that includes private information which the Town does not own, the Town shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

**Methods of Notification**

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the Town when notifying affected persons in electronic form. However, in no case shall the Town require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each such notification is kept by the Town when notifying affected persons by phone; or
- d) Substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the Town does not have sufficient contact information. Substitute notice shall consist of all of the following:
  1. E-mail notice when the Town has an e-mail address for the subject persons;
  2. Conspicuous posting of the notice on the Town's website page, and
  3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying Town and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the Town shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the Town shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by the Town that includes private information.

State Technology Law Sections 202 and 208

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVE TECHNOLOGY HARDWARE & SOFTWARE DISPOSAL POLICY**

**Resolution # 172** Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting Town Board resolution to approve the Town of Hamlin Technology Hardware and Software Disposal Policy as follows:

**Town of Hamlin****Technology Hardware and Software Disposal Policy**

The Town of Hamlin must dispose of all technology hardware and software in accordance with federal, state, and local laws, including, but not limited to regulating waste and respecting copyright and software licensing. In addition, the Town of Hamlin requires that all sensitive data be removed from all technology devices as part of disposal or prior to redistribution.

In the event that any Town of Hamlin department possesses technology hardware or software that is no longer required due to:

- Obsolescence
- Lack of continued need
- Unable to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Replacement equipment or software received

All such equipment/software is to be independently evaluated. Based on this assessment by, the following process will be followed regardless of what budget originally purchased the item.

**Redistributed:** If the item meets current minimum standard requirements, it may be redistributed to a department within the Town. Recommendations from the originating department will be considered when redistributing, but the final location will be by the Town Board, based on the overall needs of the Town.

**Salvaged:** Any hardware that can no longer be used, but has useful parts, will be salvaged for parts. All hard drives or memory containing parts must be destroyed.

**Disposed:** Computer hardware and peripherals which are not usable in the above two categories will be disposed. This equipment will be picked up by a reputable environmentally certified recycling company in compliance with all local, state, and federal laws

The New York State Department of Environmental Conservation has determined that **non-working and obsolete computer products must be treated as hazardous waste**. Monitors and terminals contain from 4 to 8 pounds of lead, and fail the NYS DEC Toxic Characteristic Leaching Procedure (TCLP) test for toxicity. Circuit boards of both computers and printers contain lead solder, mercury and cadmium, and often also fail the TCLP test. These items should be disposed of in an environmentally sound manner.

The key points of NYS DEC Regulations are:

1. All non-working/obsolete computer products should be disposed of in an environmentally sound manner.
2. Monitors and terminals are always a hazardous waste (or household hazardous waste, if from household use).
3. Other components of a computer system (e.g., circuit boards, keyboards, mice) could be hazardous depending on their lead, mercury, or cadmium content, which can vary from product to product.
4. The recycling facility must be on file with the DEC.
5. A C7 Notification Letter must be filed with the DEC that a legitimate recycler is processing the product.
6. The generator continues to be responsible for product improperly disposed of through non-recycling channels.
7. Storage for over 90-180 days may be a violation.
8. Substantial penalties may apply for non-compliance.

Additional information is also available at the New York State Department of Environmental Conservation web site at <http://www.dec.ny.gov/>

Any equipment which is disposed will have a **disposal record document** provided by the certified recycling company and kept on file by the Accounting Office with description, serial number, date discarded, and method of disposal.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVE ACCEPTABLE INTERNET AND COMPUTER USE POLICY STATEMENT**

**Resolution # 173** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to approve the Town of Hamlin Acceptable Internet and Computer Use Policy Statement as follows:

**Town of Hamlin****Acceptable Internet and Computer Use Policy Statement**

**INTRODUCTION** – Town of Hamlin Acceptable Use Policy specifies policy for the use of information resources and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization. Being informed is a shared responsibility for all users of Town of Hamlin information systems. Being informed means, for example: knowing these acceptable use policies and other related rules and policies, knowing how to protect your data and data that you are responsible for, knowing how to use shared resources without damaging them, knowing how to keep current with software updates, knowing how to report a virus warning, a hoax, or other suspicious activity, and participating in training.

**POLICY** – Compliance with this policy is mandatory for all employees and contractors of this organization. This policy applies to all Town of Hamlin information, computer systems and data that is used for official Town of Hamlin business regardless of its location. Violations of this policy may be subject to disciplinary action.

1. **Authorized Use** – Users must not use other users' passwords, user ids, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from the Town Board. Users must not hide their identity for malicious purposes or assume the identity of another user.
2. **Privacy** – User files may be subject to access by authorized employees of the Town of Hamlin during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.
3. **Restricted Access** – Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's *restricted information*.
4. **Proper Use of Resources** – Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not: misuse email — spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or use streaming audio, video or real time applications such as: stock ticker, weather monitoring or Internet radio. Any use of xxx rated or pornographic images, websites or content shall be cause for immediate termination of employment.
5. **Protecting Information and Shared Resources** – Users must: Follow established procedures for protecting files, including managing passwords (updating passwords every 90 days), using *encryption* technology, and storing back-up copies of files. Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for the Town of Hamlin business in any location. Not visit non-business related websites. Not open email from unknown senders or email that seems suspicious. Not knowingly introducing worms or viruses or other malicious code into the system nor disable protective measures (i.e., antivirus, spyware firewalls). Not install unauthorized software. Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted. Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and MP3 players.
6. **Civility** – Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment consistent with Town of Hamlin policies.
7. **Applicable Laws** – Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.
8. **Disposal of Equipment** – All IT equipment must be disposed of in the manner outlined in the Town of Hamlin Technology Hardware and Software Disposal Policy.

**Glossary** – Encryption – The cryptographic transformation of data to render it unintelligible through an algorithmic process using a cryptographic key. Restricted Information – Pertains to information which is not public information, but can be disclosed to or used by organization representatives to carry out their duties, so long as there is no legal bar to disclosure.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVE CREDIT CARD POLICIES AND PROCEDURES FOR TOWN OF HAMLIN**

**Resolution # 174** Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution to approve the Credit Card Policies and Procedures for the Town of Hamlin as follows:

**CREDIT CARD POLICIES AND PROCEDURES FOR THE TOWN OF HAMLIN**

This document sets forth the policies and procedures for the use of Town credit cards by employees of the Town of Hamlin.

**INTRODUCTION**

The use of a Town credit card provides a convenient means with which to make small dollar purchases and, at the same time, reduce the costs associated with initiating and paying for purchases. The policy and procedure document is designed to replace a variety of processes including petty cash and payment requisitions. The policy and procedures contained herein are not to replace nor supplant the Procurement Policy and Procedures but to be used in conjunction with the Procurement Policy.

**AUTHORIZED CARDS AND CREDIT LIMITS**

Only the Accounting Office of the Town of Hamlin is authorized to obtain and issue Town Credit Cards. To minimize the number of Town Credit Cards, they are only issued to Department Heads. Currently the Town has authorized credit cards for M & T Bank (VISA), Walmart and Lowes. Collectively, these credit cards are referred to as the Town of Hamlin's credit cards.

**HAMLIN TOWN CREDIT CARDS AND LIMITS****M & T Bank VISA card:**

Town Clerk	\$ 3,000
Highway Superintendent	\$ 3,000
Highway Superintendent	\$ 1,000 (General charge for his trips)

*Note: The Highway department has an additional two (2) credit cards listed for the discretion of the Highway Superintendent to distribute, when needed, to his Deputy and/or Foreman.*

**Lowes card:**

Highway Superintendent	\$ 2,000
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**Walmart card:**

Town Clerk	\$ 1,200
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**AUTHORIZED USERS**

The Town Credit Cards may only be used by an authorized user. Department Heads are authorized users by virtue of the position. Department Heads may designate other Town of Hamlin employees in his/her department as an authorized user, provided that employee is typically authorized to make purchases for his/her department. Authorized users should be kept to an absolute minimum.

The Accounting Office is responsible for maintaining a list of all authorized Town of Hamlin credit card users. Department Heads are responsible for providing the Accounting Office with a current listing of departmental authorized users.

**OBTAINING A CREDIT CARD FOR USE**

The Accounting Office, upon receipt of the Supervisor's/Chief Financial Officer's acknowledgement and concurrence, is the only office authorized to order new or replacement Town credit cards and to request increases in the credit limits.

**GENERAL PURCHASE INFORMATION**

Before making a purchase, credit card holders/users should assure that the price to be paid is fair and reasonable. When available, all purchases should be State Contract pricing unless the Department Head is able to find a price lower than State Contract. In this case, all documentation must be provided including the State Contract price.

All purchases using the Town of Hamlin credit cards will follow the policies and procedures of the Town of Hamlin's Procurement policy.

Each authorized user is accountable for all charges made with their Town of Hamlin credit card and is responsible for checking the statement/receipt at the time of purchase to verify accuracy. As soon as possible after the purchase is made, the authorized user should complete a Town of Hamlin voucher for the amount of the credit card purchase and attach the original credit card receipt with all documentation required per the Town of Hamlin's Procurement Policies and Procedures.

**AUTHORIZED CARD USE**

Department Heads are authorized to use a Town credit card to purchase merchandise or services required as a function of their duties for the Town of Hamlin only if those purchases of goods and services require a credit card and do not accept other payment methods. Examples of acceptable purchases:

Office supplies, using vendors such as Staples that have been awarded the State Contract pricing, subscriptions, seminars, books, video tapes, repair parts and miscellaneous maintenance requirements.

When using the Town of Hamlin's credit card, purchases must be made at State Contract pricing or the Department Head must provide documentation, three (3) quotes or proposals, and the lower price must be accepted. Please refer to the Town of Hamlin's Procurement Policies and Procedures.

**UNAUTHORIZED OR INAPPROPRIATE CARD USE**

The privilege of using the Town of Hamlin's credit card is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures as set forth in the Procurement Policies and Procedures of the Town of Hamlin. Purchases may not exceed the individual transaction limit established for the card. The following items are **NOT** appropriate use of the Town of Hamlin's credit cards:

**Items for personal use, items for non-town purposes, cash advances (there are no cash advances available on any of the credit cards), any item exceeding the single transaction dollar limit established for the card or the limit of purchase prescribed by the Procurement Policies and Procedures of the Town of Hamlin, any alcoholic beverages, prescription drugs, lease of equipment, temporary help.**

Should an unauthorized or inappropriate charge be made with any Town of Hamlin credit card, certain disciplinary action may ensue per Article 3.13 of the Town of Hamlin Employee Manual, including the revocation of the credit card privileges, possible termination of employment with the Town of Hamlin and criminal prosecution.

**PAYMENT AND LIABILITY**

The Town of Hamlin's credit cards carry the Town's liability not individual liability. Invoices are paid directly by Accounts Payable. Personal credit rating is not affected.

**SECURITY OF CARDS, LOST OR STOLEN CARDS**

The Town of Hamlin's credit cards are the Town's property and should be secured in the same manner as would personal credit cards.

All Town credit cards will be maintained in a secure location (locked desk, file or safe) in the designated Department Head's or Highway Superintendent's office. Authorized users must return the credit card immediately after purchasing to their respective Department Head or the Highway Superintendent.

If any card is lost or stolen, immediately notify the Accounting Office. The Accounting Office is responsible for immediate notification to the appropriate credit card company and for taking action appropriate to/required by the issuing credit card company.

**SALES TAX**

The Town of Hamlin is Tax exempt. Users should ensure that the vendor does not include tax with any purchase.

**RETIREMENT/TRANSFER/TERMINATION OF EMPLOYEE OR REVOCATION OF AUTHORIZED USER STATUS**

Department Heads are responsible for ensuring that any Town of Hamlin credit card, which might be in an authorized user's possession, is obtained from that employee prior to that employee's retirement, transfer or other termination of employment. Department Heads are responsible for immediately notifying the Accounting Office of any authorized user who has lost authorized user or authorized purchasing status for any reason. Failure of a department to do so may result in revocation of all departmental card privileges. It is the Accounting Officer's responsibility for obtaining the departmental card from any Department Head or Highway Superintendent prior to that person's retirement, transfer or other termination of employment.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**INCREASE PETTY CASH ALLOWED IN RECREATION DEPARTMENT**

**Resolution # 175** Motion was made dually by Councilperson Rose and Councilperson Maier, seconded by Councilperson Goodrich, requesting Town Board resolution to approve the increase of petty cash allowed in the Recreation Department from \$50.00 to \$75.00.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**RESIGNATION OF RON BRESLAWSKI FROM THE PLANNING BOARD**

**Resolution # 176** Motion was made by Councilperson Maier, seconded by Councilperson Goodrich, requesting Town Board resolution to acknowledge the resignation of Ron Breslawski from the Planning Board.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**APPROVAL TO ADVERTISE OPEN POSITION ON PLANNING BOARD**

**Resolution # 177** Motion was made by Councilperson Goodrich, seconded dually by Councilperson Maier and Councilperson Baxter, requesting Town Board resolution to advertise for the open position on the Planning Board, with applications due in to the Town Clerk's Office by 4 PM on Friday, April 26, 2013.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**RAYMOND F. WAGER, CPA TO CONDUCT ANNUAL INDEPENDENT AUDIT FOR TOWN**

**Resolution # 178** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to hire Raymond F. Wager, CPA, P.C. to conduct annual independent audits of the Town financial records for 2012.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**SEQR FOR LL RE: DOG LICENSING AND CONTROL PENALTIES**

**Resolution # 179** Motion was made by Councilperson Goodrich, seconded by Councilperson Rose, requesting Town Board resolution to declare a Local Law Amending Section 187-20 of the Dog Licensing and Control Law of the Town of Hamlin with respect to Penalties for Offenses a negative declaration of an Unlisted Action for the purposes of SEQR.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**LL AMENDING DOG LICENSING AND CONTROL PENALTIES TABLED**

**Resolution # 180** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to table for further review, a Local Law Amending Section 187-20 of the Dog Licensing and Control Law of the Town of Hamlin with respect to Penalties.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**DISCUSSION:**

1. **Grant Opportunities** – I had a conference call with O'Connell Associates. We discussed a lot of grant needs of the Town that I submitted to them based on the lists that I compiled from last month's input from the department heads. Specifically we were discussing the Consolidated Funding Application and the Economic Development Council's as they pertain to our funding.

This is the Governor's initiative, and all applications are going through in a consolidated form. The grants being submitted to New York State are now being scored based on the potential economic development their project will create in the town, in the state, and in the county, etc. We had a very lengthy discussion about the Lakeshore Sewer District. I am in the process of setting up a meeting with Jay Bailey at Hamlin Beach State Park to discuss this further, with the thought being with the Master Plan going into effect at Hamlin Beach; the potential for economic development over there is high, (new tourists entering the area patronizing businesses, patronizing the park). To tie that in with a potential sewer district here at the town, they felt that the potential for economic development was high and that was a good area to go after for some grant funding.

Councilperson Maier asked whether something was going to be done at the intersection of Brick Schoolhouse Road and Walker Lake Ontario Road with the Traffic Safety Committee Grant Program. The state would have to get involved. We would need the endorsement of the Chairman of the County of Traffic Safety Board. It has a May 15<sup>th</sup> deadline. Supervisor Breslawski and the Highway Superintendent will look into it.

Councilperson Goodrich asked if we had applied for the sidewalk grant in the Ryan tract. The application was sent in; we haven't heard anything back yet.

2. **Verizon Application** – I received a Verizon Application to upgrade the existing tower. I put the application in the hands of CMS. They worked with Verizon and came up with an agreement in which we accept the \$2,000 check they submitted as their permit fee instead of the escrow to cover the expenses. The escrow is generally \$8,500, according to our law, but with the streamlined government law taking precedence, \$5,000 should cover the expenses of the review and Verizon's Council has agreed to the terms of \$5,000 in escrow to cover his review and the shock clock date, depending on receiving the escrow and a complete application will be June 15, 2013.

#### **ACCEPT VERIZON'S PAYMENT, ESCROW AND JUNE 15, 2013 SHOCK CLOCK DATE**

**Resolution # 181** Motion was made by Councilperson Goodrich, seconded by Councilperson Maier, requesting Town Board resolution to accept Verizon's payment of \$2,000 for permit fees to agree to an escrow amount of \$5,000 and establish the shock clock date as June 15, 2013, pending submission of a complete application and authorize to sign and return this agreement.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

3. I was presented with a signed contract between the Lion's Club of Hamlin and the Town of Hamlin Recreation Commission. It's an extension of the same contract to sell concessions out of the Maier Lodge as they had done last year.

#### **APPROVE THE MEMORANDUM OF UNDERSTANDING WITH LION'S CLUB OF HAMLIN**

**Resolution # 182** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to approve and authorize the Supervisor to execute the Memorandum of Understanding between the Town of Hamlin Recreation Commission and the Lion's Club of Hamlin.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**REPORTS:****Councilperson Goodrich** reported on the following:

- Hamlin Volunteer Ambulance is still looking for volunteers. They are going to have a fundraiser a little bit later in the year.
- The Dog Warden is moving ahead with the Dog Kennel. It's coming along very nice. He had 4 dogs that he captured, 12 kennel days, which is about \$315+ in revenue for the Town. It has been all remodeled. We have a lot of volunteers that are volunteering to walk the dogs and feed them. We received free food from several local establishments. We also have Dog Hair Everywhere donating collars, leashes, and little toys. We have had the cooperation of the entire Town Board and Steve has donated and worked hard to get the kennel up and running.
- There will be a free rabies clinic for dogs, cats and ferrets on May 3<sup>rd</sup> at the Hamlin Highway Garage from 6-8 pm. You can also renew and/or license your dog if you bring your paperwork.

**Councilperson Maier** reported on the following:

- Walker Fire District
- Conservation Board had a referral for 832 Moscow Road that they reviewed. April 20<sup>th</sup> is going to be Earth Day at the Hamlin Beach State Park from 9 AM – 3 PM. They had a young man show up from Sandy Creek Shootout. They have a fishing derby that they sponsor at the end of July. They asked if the Town Board would put it on the website. I asked Councilman Baxter to put it on Facebook to get the word out for him. The delivery of the information magnets is almost complete.
- Hamlin Morton Walker Fire District Meeting – I attended the meeting and they had no issues.

**Councilperson Baxter** reported on the following:

- The Hilton Parma Fire District meeting was moved to tomorrow night, so I have no report.
- Recreation – Last month, they had a guest, Brandon Niedzwiecki, and he approached the Commission about one of the two vacant positions on the Recreation Commission.
- Seniors – There were 64 members present at the March meeting and their guest speaker was Steve from Highway.
- Youth Group had 7 members present at their meeting. The dance in February didn't go very well. They are looking for other ways to recruit membership and other activities that they can do this year. They also helped stuff the Easter eggs for the Easter Egg Hunt they held 2 weekends ago.
- Patty Jo reported that the Winter Break Camp was a success. Before and After School Program is going strong.
- This year's Movie Night is August 8<sup>th</sup>.
- Congratulations to Patty Jo for being awarded the Good Gal from New York State Recreation and Parks.
- The Town of Hamlin Facebook page is up to 91 likes. The Dog Control Facebook page is closing in on 900 likes. There will be more information in the activities added.

**Councilperson Rose** reported on the following:

- At the last Planning Board Meeting, final approval was given to George and Judy Fridd for a Simple Lot Subdivision to construct a single family home at 1259 Hamlin-Parma Townline Road. Application for Hamlin Meadows, which is the Senior Project over at Section 2, for 21 units, was tabled until next month. They had a possibility of putting in some duplexes. There could be up to 6 duplexes, and the rest residential homes. Application for a Simple Subdivision at 1147 Moscow Road, which is the Pro Shop at the old Golf Course, has been

tabled until May. They want to know what the usage is before it is approved. Application for the Gloff Subdivision and Site Plan Preliminary Approval for a single lot subdivision for a single family home at 480-542 Walker Road. Zoning is needed for a pole barn and they will need a Public Hearing for that and then they will come back in June.

- The Senior Citizens Executive Meeting is tomorrow at 9 am. There will be a 4 day trip to Washington, DC starting on October 4<sup>th</sup>. This will be paid for by the seniors that go on the trip.
- The reception for the outgoing Fire Commissioners went well on Saturday. There were approximately 60 people there. The outgoing commissioners received acknowledgement and also a trophy for their past performance as the Commissioner. It was quite an honor and it was very well attended.

**Highway Superintendent Steven Baase** reported on the following:

- Junk Days, where people drop their junk off at 4180 Brick Schoolhouse Road, will be held April 27 through May 5.
- Brush pick-up will be held May 13 through May 17.
- The fishing docks are all in.
- We just finished picking up the rest of the snow fence today.
- We are starting to fix lawns from snow plow damage.
- The new 10-wheeler came in last week. It had a radiator leak and is being repaired.
- We are rolling the recreation fields. Some fields were damaged by vehicles and need to be fixed and seeded. We will fertilize soon. We will borrow Clarkson's fertilizer and they will borrow our roller.
- I have a meeting with the State and the County about road work. The bridge on Redman Road will not be replaced, but they want to remove the guardrail and beef up the banks.
- We have been working on the dog kennel; we are almost done. We need to put in a new window because there is no ventilation in there. We put a fan in there, but we need to let fresh air in. They picked up 4 dogs yesterday. Two were adopted out tonight. Dave is doing a good job over there.

### **APPROVAL TO GO OUT TO BID FOR NEW ZERO TURN LAWN MOWER**

**Resolution # 183** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to go out to bid for a new zero turn lawn mower for the Recreation fields. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**Building Inspector Chad Fabry** reported on the following:

- It is steadily picking up. Permits are going out the door at an ever-increasing rate. Complaints are rising. As the snow melts, people can see their neighbor's yard and their neighbor's junk.
- We have an individual who is interested in the trailer park on Rt. 18 and Countyline Road. For some reason that trailer park is zoned RV-L, where all the other trailer parks are zoned high density. He wants the Board's opinion on whether or not he will be able to utilize the facility to its full potential by adding spaces or by replacing single wide units with double units, and by making other capital improvements to the infrastructure to expand the operation. You need to decide whether or not you want a trailer park operation to expand in that location. If you feel that it's going to be beneficial to the Town to expand it, it can't happen under its current zoning. Improvements need to be made, but he can't move forward with it zoned the way it is. I didn't know if it was zoned that way for a reason, or if it was just an oversight.
- I need an assistant.

**Conservation Board Ed Evans** reported on the following:

- The lease for the house that they finally turned over to the Friends of the Hamlin Beach State Park, which in effect is turning it over to the citizens of Hamlin, is moving right along. It's out of the mobile office; it received Letchworth's approval, and is currently in Albany awaiting their approval. As soon as it gets stamped there, that house will be another public site for the enjoyment of the Hamlin people.
- I received an email from Prisoner #2 over in Germany to tell me that his Grandson is signed up for a tour of the East Coast of the United States, and on May 3<sup>rd</sup> and 4<sup>th</sup> the tour will have him in Niagara Falls. He has asked me to arrange for us to get him down to the POW Camp and give him a tour and get him back to his tour. We are doing everything we possibly can to make that happen. I would like to prepare a Town Resolution of Appreciation for Prisoner #1 and #2 and send them back with him.
- On the nights that I am not here, Walt is my official stand in as the liaison to the Town Board and the Conservation Board.

**Library Director Kay Hughes-Dennett** reported on the following:

- We have been busy. People are asking a lot of questions and I don't have answers. Our programs have been busy. We are getting ready to do some programs with the Recreation Department for the Summer Rec Program.
- Our Summer Programs are going to be announced in the Hamlin Express when it comes out.

**Recreation Director Patty Jo Groenendaal** reported on the following:

- Things have been picking up and getting busy now that we have been getting warmer weather.
- We are excited about working for the summer, planning programs with the Library.
- We are expecting big numbers from looking at our winter break and spring break camp.
- We have exciting news...we have Silver Sneakers in the Town of Hamlin! We have wanted to get this program in Hamlin for years. It's a wonderful program for seniors, but not restricted to just seniors.
- Our numbers are doing great for summer sports.
- We are now getting volunteers and interns from the college, so that's always a big help to help with the business of the department.
- Unfortunately we did have some damage to one of our older dugouts. Mike Rath is trying to get some materials donated and Steve has offered to fix it.

**Town Historian Bob Kruger** reported on the following:

- I have completed corresponding and proofreading an article from a man from Vienna, VA to submit for Trains magazine and he is going to be using a photo of the Hamlin Depot that came from our collection.
- On Saturday, April 20<sup>th</sup>, I will be attending the Spring Conference of the Government Appointed Historian of Western New York, which will be held in Batavia.
- Hopefully, as warm weather approaches, we are going to get our outhouse shingled.
- We got our new boiler installed.
- I am going to have a tent again at the Wheel Fest on June 1<sup>st</sup>.
- On Thursday, June 27<sup>th</sup>, I am doing a joint program again with the Recreation Department.
- On Sunday, September 22<sup>nd</sup>, we will be holding Heritage Day at the History Center from 1-4 pm.
- Starting at Wheel Fest through Heritage Day, I am going to start putting out some feelers and advertising to see if there is any interest in starting up again the Hamlin Historical Society. If there is enough interest, we will see what happens; it might help maintain the building.

**Supervisor Breslawski** reported on the following:

- I spent a great deal of time over this past month preparing policies and procedures required by New York State. My office will be distributing and implementing them over the next couple of weeks.
- Looking at our correspondence, there are over 20 letters supporting the construction of the Library. It is clearly a topic that continues to have a lot of public interest. I do assure you that we are doing everything possible to ensure the success of the Hamlin Library project and we are doing so as quickly as possible. I cannot guarantee a time line but I would not be surprised to see some definitive progress made in that area within the next couple of weeks. I thank everyone who is here for your continued support of the Library and for your understanding and patience.

**ADJOURN TO EXECUTIVE SESSION**

**Resolution # 184** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to enter into Executive Session at 8:15 PM to discuss matters relating to the appointment of a particular person, matters relating to the removal of a particular person, the employment history of particular persons, and a matter relating to the hiring of a particular person. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**RETURN FROM EXECUTIVE SESSION**

**Resolution # 185** Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich, requesting Town Board resolution to return from Executive Session at 8:55 PM. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**SPECIAL TOWN BOARD MEETING SCHEDULED APRIL 18, 2013**

**Resolution # 186** Motion was made by Councilperson Rose, seconded by Councilperson Goodrich, requesting Town Board resolution to schedule a Special Town Board Meeting on April 18, 2013 at 6:30 PM. Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

**ADJOURNMENT**

A motion was made by Councilperson Goodrich, seconded by Councilperson Maier to adjourn the meeting at 8:56 PM as all business had been concluded.

Polled Votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye, Supervisor Breslawski aye. Motion carried.

Respectfully submitted,

Mary Ann Knapp  
Hamlin Deputy Town Clerk