

**Regular Town Board Meeting
February 10, 2014**

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

Present: Councilperson Jason Baxter, Councilperson Craig Goodrich, Councilperson Martin Maier, Councilperson David Rose, and Supervisor Eric Peters. Also present: Highway Superintendent Steven Baase; Planning Board Members Linda Morey; Steve Lauth and Peter Toner; DCO’S Dave Maynard and Caroline Thompson; Librarian Kay Hughes-Dennett; Linda Rabjohn; Dan Updike from the Ethics Board; and Patty Jo Groenendaal Recreation Director.

Residents: Cathie Timian; Nick Kramer; Donald Rabjohn; Roberta and Ron Fey; Rick Wright; Mark Glogowski, Jennifer Goodrich and Cindy Lutweller.

PUBLIC FORUM

1. Dan Updike - President of Hamlin Veterans Association. They are in the process of making restrooms handicapped accessible. The VFW would like a waiver of the permit fee. Motion made to approve.
2. Mark Glogowski – registered Libertarian and member of the Greater Rochester Libertarian party. Resides at 1498 Lake Road, Hamlin. Inviting all to join the Hamlin Libertarian committee meeting which will be held at the Pizza Shack. Pizza available. Would like to educate all about the libertarian party and the differences between them and the Democrats/Republicans.

APPROVAL OF THE REGULAR TOWN BOARD MINUTES OF JANUARY 29, 2014

Resolution #86 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich approving the Regular Town Board meeting minutes of 01/29/2014 as presented.
Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

AUTHORIZATION OF PAYMENT OF BILLS FROM THEIR RESPECTIVE FUNDS

Resolution #87 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter, requesting town board authorization to pay the bills from their respective funds as follows:
Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

MONTHLY TOTALS

ABSTRACT 2

<u>ACCOUNTS</u>	<u>VOUCHER#</u>	<u>AMOUNT</u>	<u>ACCOUNT TOTALS</u>
General	12280	2448.00	
	12331-		
	12339	10079.65	
	12305-		
	12330	8066.28	
	12393-		
	12424	27201.44	

Account Total			\$ 47,795.37
Library	12340- 12341 12357- 12371	666.85 11401.47	
Account Total			\$ 12,068.32
Highway	12300- 12304 12346 12372- 12392	17955.73 43.40 42054.15	
Account Total			\$ 60,053.28
Sewer	12343- 12345 12355- 12356	1154.89 211.58	
Account Total			\$ 1,366.47
Light	12351	1495.68	
Account Total			\$ 1,495.68
Employees Trust	12276- 12277 12347- 12350 12352 12287	276.00 7022.97 22803.82 15540.75	
Account Total			\$ 45,643.54
** Visa Charges			
These are not included in the Grand Total			
		137.45 129.00 639.96	
GRAND TOTAL			\$168,422.66

MONTHLY TOTALS			ABSTRACT
<u>ACCOUNTS</u>	<u>VOUCHER#</u>	<u>AMOUNT</u>	<u>ACCOUNT TOTALS</u>
General	10952-10970	17365.72	
Account Total			\$ 17,365.72
<hr/>			
Library			
Account Total			\$ -
<hr/>			
Highway	10929-10951	26743.78	
Account Total			\$ 26,743.78
<hr/>			
Sewer			
Account Total			\$ -
<hr/>			
Light			
Account Total			\$ -
<hr/>			
Employees Trust			
Account Total			\$ -
<hr/>			
Huntington Park			
Account Total			\$ -
<hr/>			
GRAND TOTAL:			\$ 44,109.50

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

AUTHORIZATION OF TRANSFERS

Town Supervisor Peters requested authorization to accept the list of transfers that will be submitted to the Town Clerk; it's a lengthy amount and to save a little time for the meeting and if anyone wants to know they will be included in the minutes of the meeting.

Resolution # 88 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich approving the 2013 year end Transfers as follows:

<u>From /AC</u>	<u>To/AC</u>	<u>Amount</u>
DA5148.10-Service other Gov't	DA5110.40-Contractual General	\$ 3,973.88
DA 5148.10- Service other Gov't	DA9030.80-Social Security	\$ 5,753.49
AA7110.40-Parks Contractual	AA9030.80-Social Security	\$ 7.52
AA3610.40-Bd of Assessment	AA1355.40-Assessor Contractual	\$ 270.27
AA1990.40-Contingent	AA1355.40-Assessor Contractual	\$ 1,008.18
AA1420.30-Litigation	AA1420.10-Attorney Salary	\$ 59.63
AA1990.40-Contingent	AA1430.40-Accounting Contractual	\$ 1,966.88
AA1620.4-Town Hall Contractual	AA1610.40-Central Services	\$ 6,161.72
AA1620.20-Town Hall Equipment	AA1610.40-Central Services	\$ 500.00
AA1990.40-Contingent	AA1610.40-Central Services	\$ 1,338.28
AA1990.40-Contingent	AA1670.40-Mailing and Printing	\$ 4,098.86
AA1990.40-Contingent	AA1905.40-Taxes	\$ 803.72
AA2003.40-Town Hall Light	AA2001.40-Town Hall Phone	\$ 2,080.85
AA2003.40-Town Hall Light	AA2002.40-Town Hall Water	\$ 51.28
AA3510.20-Dog Control Equipment	AA3510.11-Asst. Dog Control Sal.	\$ 125.22
AA3310.20-Signs	AA3510.11-Asst. Dog Control Sal	\$ 310.64
AA3310.20-Sings	AA3510.40-Dog Control Cont.	\$ 1,667.49
Aa3620.40-Bldg Insp. Contractual	AA3620.20-Bldg Insp Equipment	\$ 126.97
AA5132.60-Highway Garage Heat	AA5132.40-Haighway Garage Exp.	\$ 2,193.68
AA7020.14-Rec Prog. Asst. Salary	AA7020.40-Rec. Contractual	\$ 53.56
AA7110.10-Park Salary	AA7110.20-Park Equipment	\$ 156.73
AA7140.10-Playground Salary	AA7140.20-Playgraound Equip.	\$ 915.00
AA7140.10-Playground Salary	AAS7140.40 -Playground Cont.	\$ 1,006.25
AA7510.20-Historian Equip	AA7510.40- Historian Cont	\$ 80.52
AA9040.80-Workers Comp	AA7620.40-Adult Rec. Contract.	\$ 695.82
AA9040.80-Workers Comp	AA8010.12-Support Bd Atty	\$.44
AA9040.80-Workers Comp	AA8010.13-Clk to Support Bd	\$ 846.84
AA9040.80-Workers Comp	AA9030.80- Social Security	\$ 2,061.39
AA9040.80-Workers Comp	AA9050.80-Unemployment	\$ 290.53
AA7410.10-Library Salary	AA7410.40- Library Contractual	\$11,081.42

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

PRESENTATION BY DAVE MAYNARD, DCO

Dave Maynard, Dog Control Officer stated that they are preparing for the shelter expansion and have been doing a lot of work with the public as well. Three people are donating their time to help them out. Steve Loft will be donating his cost and labor; Ken Wetzel will be installing a bath center; and Rob Nugent will be doing the adoption center at his cost. They are also looking for businesses to donate and help them out with the project. Towards this goal, Home Depot donated \$1,899.

Supervisor's Monthly report acknowledged and filed.

CORRESPONDENCE

- a. NYS Office of Parks, Recreation and Historic Preservation – Proposed lakeshore sewer district.
- b. NYS DOS Local Government Grant Program – Grant Gateway notice
- c. Annual report for 2013 on the Town Justice Court
- d. January 2014 DCO report
- e. Wayne County Planning Board Training Dates and Topics for 2014
- f. Memo from the Highway Employees
- g. A flyer from the Breast Cancer Coalition of Rochester
- h. Information on the Big Hitters Club from the Rochester Red Wings
- i. Lawrence Staub, Jr. declining the appointment of Monroe County Legislature
- j. NYSGFOA Event updates.
- k. A copy of Plan Wireless
- l. An e-mail from Mr. Tassej – on Hilton School Taxes
- m. NYS Comptrollers weekly news
- n. State Education Department Announces 2014 Summer Food Service Program.
- o. Rochester Works- Connect with Job Seekers and Make a Difference in the Workforce of Our Future.
- p. Time Warner Cable new fees as of March 1, 2014.
- q. Meeting dates and deadlines for 2014 for the Planning Board
- r. Hamlin Library Trustees Meeting minutes of 1-29-14.
- s. The Margaret McGrath: McGraphic Logo Award.
- t. Time Warner cable channel changes
- u. The Rochester/Monroe County Domestic Violence Consortium 15th Annual Legislative Breakfast.

TOWN JUSTICE ANNUAL REPORT FOR 2013

Resolution #89 Motion was made by Councilperson Rose, seconded by Councilperson Baxter to acknowledge the Annual report for 2013 on the Town's Justice Court completed by Councilman Maier.

Polled Votes: Baxter aye, Goodrich aye, Rose aye, Maier abstain, Peters aye. Motion Carried.

DOG CONTROL'S JANUARY REPORT

Resolution #90 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter to acknowledge the Dog control officers January Report.

Polled votes: Baxter aye, Goodrich aye, Rose aye, Maier aye, Peters aye. Motion Carried.

QUOTES FOR CARPET CLEANING

Supervisor Peters stated that Fay Knapp has gotten 3 quotes for doing the carpets in the hallway and the Town Clerk's office with ABC Carpet cleaning being the best at \$230.00.

Resolution #91 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to award the Carpet cleaning quote to ABC Carpet Cleaning at \$230.00 to be done after March.

Polled Votes: Baxter aye, Goodrich aye, Rose aye, Maier aye, Peters aye. Motion Carried.

WAIVING THE BUILDING PERMIT FEE FOR THE VFW

RESOLUTION # 92 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich to waive the Building Permit fee for the Hamlin VFW for remodeling the bathrooms.

Polled Votes: Baxter aye, Goodrich aye, Rose aye, Maier aye, Peters aye. Motion Carried.

APPROVE PAYMENT FROM TIME WARNER TO PAY TAXES PER FRANCHISE AGREEMENT

Resolution # 93 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich accept partial payment from Time Warner Cable for taxes in the amount of \$3,324.07 per the franchise agreement, and to approve payment from the Special Cable Reserve account #AA.7150.4 in the amount \$1,007.02 to pay the 2014 Town and County taxes for Time Warner per the new franchise agreement.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

APPROVAL TO PURCHASE A (2015) 7400 SFA 4X2 TRUCK

Highway Superintendent Steve Baase stated that NYS just passed a law this past year where counties can "piggy-back" with other counties; this allows us to get this under state bid going with Onondaga County. You don't have to follow their bid exactly; you can make some changes. This is to replace a 1-ton truck down in the lakefront. This is a 9-ton. We could pay for ½ of it this year and ½ next year. It's already in the budget. This type of plow would allow us to help out in parking lots and turnarounds. The current truck is getting worn out (exhaust manifold has cracks in it, etc.); Steven Baase stated that he will be coming before the board again the in the spring for permission to send it to the Elmira auction.

Resolution #94 Motion made by Councilperson Goodrich, seconded by Councilperson Maier, to approve purchase of the 2015 7400 SFA 4x2 truck from International and a 2014 snow and ice control from Henderson trucking. Full purchase price to be \$155,000 over a 2 year period.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

APPROVAL TO GO OUT TO BID FOR A 2014 SKID TRAC-LOADER

Resolution #95 Motion made by Councilperson Rose, seconded by Councilperson Goodrich authorizing to go out to bid for a 2014 Skid/Steer Trac-Loader. The specs will be available at the Town Clerk's office starting 2/13/2014. Bid opening scheduled for 3/6/2014 after 11am at the Hamlin Town Hall and will be awarded after the 3/10/14 Town Board meeting.

Steve Baase stated that they just got the quotes on this; the purchase was discussed in their budget meeting and noted that the Town Board approved getting the Trac-Loader. Steve added that the one we currently have is already 18 years old; it still works but it's so small that the Highway Department has repeatedly had to borrow attachments from other towns. Prices will probably be \$40-50K based on pricing from different organizations. This is the price without the attachments; they add approximately \$9K to the price. Steve stated that we have had to borrow a Trac-Loader from Admar to be able to mow the ditches etc. Our current attachments and those from the other towns will be able to be utilized with

the new machine. The 2014 has increased horsepower as well. It was noted that the 2014 is the same width as the sidewalks and mowing becomes easier as well since the wheels don't slip, etc. They did try to see if there were any existing county contracts that they could piggyback off but it isn't feasible with this purchase. Steve stated that we're the first in the state to do this and with this purchase other towns can piggyback off our bid.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

DISCUSSION ON PROTOCOL FOR INFO ON THE TOWNS WEB PAGE AND FACEBOOK PAGER

Town Councilman Jason Baxter suggested that Deputy Town Clerk Christine Spiers be added as the Town's Face book page co-creator. He stated that with this modification she could add public service announcements and complete other tasks on the page. Eric Peters, Town Supervisor, inquired of the Board if there were any concerns regarding Ms. Spiers having access to the page and listing public service announcements. Mr. Peters felt that listing PSA's is one thing but thought the Board should consider some type of approval process for other items before they are posted.

Resolution # 96 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich to make Ms. Spiers, Deputy Town Clerk the co-administrator, noting that this would be considered new policy and new protocol would be appropriate.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

REPORTS

Town Councilperson Jason Baxter reported:

- Discussed the PSA about snowmobiles riding through the town and suggested that a snow fence would be helpful. Highway Supervisor Steven Baase stated that putting up a snow fence could be an issue because the Town would be liable if a snowmobiler struck it. Mr. Baxter stated that maybe we should contact a C-zone officer for enforcement
- stated that Steve Speer is the new fire commissioner
- Stated that Recreation received a grant but it covers the bare minimum since there are a lot of costs that go along with it.
- Michelle Johnson is the new senior coordinator

Town Councilperson Craig Goodrich reported:

- The Chamber of Commerce had their meeting on Wednesday about taxes. Bottom line is to take good notes, file all your paperwork, claim appropriate deductions, etc.
- Volunteer ambulance continues to seek funding sources and volunteers.
- Zoning Board information is public record

Town Councilperson Martin Maier reported:

- Fire District had 78 calls to date. They are sending 6 firefighters to the FDIC conference in Indianapolis. They had to push back the truncating radio system that was supposed to be online in 2016 by another 6 months but it may be even longer than that
- The construction of the Morton Fire Station has been reevaluated and they have come up with a new plan. The new plan will be less costly and easier to do than the original plan. Once they have all agreed with the new plan, Councilperson Rose stated he will bring that information back to the Town Board.
- The Conservation Board is wondering if the Town Board is still attempting to secure funds for the sewer district along the lakeshore. They also inquired about the status of the tree purchases for Earth Day.

Town Councilperson David Rose reported:

- He discussed setting up dates for the workshops for Zoning with the Planning Board, and Thursdays appear to be the best with the exception of the second Thursdays of the month. The first and the third Thursdays appear best for the Chairman. These will commence on 3/6/14 at 7:00pm. It was suggested that Cheryl send out an email.
- The Planning Board discussed a list of topics that they'd like to work on as soon as possible. There is a permit pending for building on an approved lot; they discussed 2-acre lots and updating the master plan as well.
- The Fire District meeting discussed cyber-insurance and Councilperson Rose wondered if we had any. Town Supervisor Peters stated that he believes we do but it's a very new area.
- Generator maintenance – no one has gotten back to him except one provider. He stated that in the Penny saver he noted a contact that does repairs; he also saw a couple places in Rochester (Isaac and another). He will get in contact with them and compare prices.

Town Clerk Kathi Rickman reported:

- Nothing to report

Highway Superintendent Steven Baase reported:

- They have been very busy snowplowing. On Channel 10 it was indicated that we should be getting a warm up after getting another 8-10 inches of more snow tonight.
- The libraries utility work is on hold until the ground thaws.
- Will be working on the dog shelter, getting it boarded up as appropriate and insulated in an effort to reduce the large energy bills. He will need to get the supplies.

Building Inspector Chad Fabry reported:

- Reported that it's been a great month for building because it's been cold and snowy. Beehler did start one project in Hamlin Meadows.
- We've completed 5-6 fire inspections
- He indicated that the full report of the activities is currently in front of each Board member.
- Had about 13 other inspections that were based on other permits since they got this program. Slowly the reporting has become more accurate. We are live now with the web based program and it's been working very well. Looking to buy a laptop and hopes it will benefit Hamlin.

Librarian Kay Hughes-Dennett reported:

- Started programming again on Martin Luther King Day and have had great attendance despite the weather.
- It's been relatively quiet. They've been working on what they will be doing during transition.

Recreation Director Patty Jo Groenendaal reported:

- Nothing to report other than the department is still shocked by Friday's events.

Bookkeeper Norman St. John reported:

- Continuing the accounting and have it nearly caught up so they will have a complete report on what has transported
- Found a couple of disturbing things, including one voucher that paid in cash to cash almost as though a deliberate attempt to hide an expense. We are nearly complete so have started to make transfers in an attempt to close out the year.
- Met with the insurance agent (Kirwan/Gilberstein) and went through the entire insurance program. We are covered for nearly every event.

- Will be meeting with the grant writer this week to see what is available. NYS is supposedly going to have a surplus this year so that would help.

Supervisor Eric Peters reported:

- Is going to start department head meetings again soon, which haven't occurred in quite awhile.
- Received an email about a prototype for the website.
- Received an email from Dave about the trees. We anticipated buying 7,800 trees but by history about 300 or so go end up at the park and they give them away at the Earth Day Celebration. However, with the Celebration being cancelled this year due to the weather we are looking at having a tree giveaway with no event to support it. Is going to inquire if it's worth doing (advertising etc). The money has been budgeted for it but would hate to see it go to waste. The deadline for ordering is drawing near. Sent an email to Dave to inquire about how to proceed. He doesn't really want to just give them away at Tops either because then it's supporting/advertising a business instead of an event. Councilperson Goodrich felt we should just let it go this year. Supervisor Peters indicated he would like the Conservation Board's input. It was also brought up that we could put it on a Town website (Recreation Department?) to advertise, and Recreation Director indicated they have an Easter Egg hunt coming up April 13th. Councilperson Goodrich stated that it would most likely be an issue since it's not how we've done it in the past and if we charged we might only sell a small amount of trees. They've always been given away.

EXECUTIVE SESSION

Resolution # 97 Motion was made by Councilperson Goodrich, seconded by Councilperson Rose to enter into Executive Session for the purpose of discussing employment history, possible discipline or dismissal of particular persons, and to discuss the acquisition of real property where publicity may affect the value at 7:50pm

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

RETURN FROM EXECUTIVE SESSION

Resolution # 98 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to come out of Executive Session at 9:23pm.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried

ADJOURNMENT

Motion was made by Councilperson Rose, seconded by Supervisor Peters to adjourn the meeting at 9:25pm as all business had been concluded.

Polled votes, Baxter aye, Goodrich aye, Maier aye, Rose aye, Peters aye. Motion carried.

Respectfully

submitted,

Kathi A. Rickman, MMC
Hamlin Town Clerk