TOWN OF HAMLIN 2015 ORGANIZATIONAL

The 2015 Organizational Meeting of the Hamlin Town Board, held at the Hamlin Town Hall, 1658 Lake Road, was opened at 7:00 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. Invocation was by Pastor Triplett from St. John Lutheran Church.

Oath of Office was administered by the Honorable Paul S. Rath, Hamlin Town Justice, to the elected Officials of the Town of Hamlin as follows:

Jennifer Goodrich, Town Councilperson

The 2015 Organizational Meeting of the Hamlin Town Board was called to order at 6 pm by Supervisor Peters, who presided.

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

Also present: Highway Superintendent Steve Baase, Bookkeeper to the Supervisor Norm St. John, Town Justice Paul S. Rath, Deputy Town Clerk, Michelle Johnson, Assessor Liz Spencer, Pastor Triplett, Nina Hansel and Town Fire Marshal, Thomas Maier, Recreation Director Anke Applebaum Robin Hansel, Ray Mack, Carole Mack, Alice Goodrich and Corey Voelkl.

Appointment of Deputy Supervisor

As Supervisor of the Town of Hamlin, I, appoint David G. Rose as the Deputy Supervisor for the year of 2015.

Appointment of Deputy Town Clerk

Town Clerk of Hamlin, Kathi Rickman appointed Michelle Johnson as Deputy Town Clerk.

CONFERENCES AND TRAINING PROGRAMS

Resolution #1 Motion was made by Councilperson Maier, seconded by Councilperson Rose 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, authorizing all previously approved training, including on-line training provided by the New York Planning Federation, as appropriate to fulfill the four-hour continuing education requirement but any training not previously authorized to be approved in advance by Town Board, requiring all Department heads and employees wishing to attend conferences or training programs to have prior approval of the Town Board, authorizing transportation costs to be paid at the rate of $.575 per mile for the use of a personal vehicle. Any other mode of transportation must have prior Town Board approval, 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 Peters aye. Motion Carried

Assessor Training Sessions

Resolution #2 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich authorizing the Hamlin Assessor to attend all State and County training sessions for Assessor's for year 2015, as budgeted.

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

Newspapers

Resolution #3 Motion was made by Councilperson Rose, seconded by Councilperson Maier to designate the (HAMLIN-CLARKSON HERALD) as the Official Newspaper for the Town of Hamlin for 2015.

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

Highway Department Functions

Resolution #4 Motion was made by Councilperson Maier, seconded by Councilperson Rose for 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 Peters 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 2015.

The Supervisor acknowledges that the Highway Superintendent Steve Baase appoints Robin Hansel as Secretary and Records Keeper of the Highway Department for the year 2015.

Highway

Resolution #5 Motion was made by Councilperson Maier, seconded by Councilperson Baxter setting Deputy Highway Superintendent wage at $2,851.23 to be paid over 26 pay periods and Highway Employee hourly rate ranges as follows:

Foreman	$19.92 –$ 26.77
Maintenance Mechanic	$15.92 -$25.27
Specialized M.E.O	$14.63 - $25.77
M..E.O.	$12.96 - $25.04
Laborer, Full Time	$ 8.75 - $19.52
Laborer, Part time	$ 8.75 - $17.09

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

Highway Expenditures

Resolution #6 Motion was made by Councilperson Rose, seconded by Councilperson Maier authorizing the Highway Superintendent to purchase small tools and equipment up to $20,000.00 for the year of 2015, as budgeted.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Dog Control Officers

Resolution #7 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich acknowledging Dave Maynard as the Dog Control Officer at the salary of $9,551.28 for the year 2015 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board, also acknowledging Caroline Thompson as Assistant Dog Control Officer and set the hourly rate for the Assistant Dog Control Officer on an on call basis at $ 8.75 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 Peters aye. Motion Carried

Historian

In accordance with Town Law, the Supervisor appoints Robert Kruger as Historian for the year of 2015 at the annual salary of $5,940.00 to be paid monthly, effective January 1, 2015.

Recreation

Resolution #8 Motion was made by Councilperson Rose, seconded by Councilperson Baxter acknowledging Anke Applebaum as Recreation Director at the salary of $32,393.00 for the year 2015 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board, and authorizing the Hamlin Recreation Department to attend all State and County training sessions/conferences and/or meetings in 2015 as budgeted.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Building Inspector/Fire Marshal

Resolution #9 Motion was made by Councilperson Rose, seconded by Councilpersons Baxter and Goodrich to appoint Cheryl Pacelli as Building Inspector/CEO and to set salary of Building Inspector/Code Enforcement/SEQA Officer at the annual salary of $34,000.00 for the year of 2015 to be paid on a 26-pay period basis and to authorize the Hamlin Code Enforcement Department to attend all State and County training sessions for the year of 2015 as budgeted.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #10 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging Thomas Maier as Fire Marshal with the annual salary of $6,000 to be paid on a monthly basis for the year of 2015, and Ronald Bragg as the Deputy Fire Marshal, to serve at the pleasure of the Town Board with the pay rate of $75 per incident responded.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Banks

Resolution #11 Motion was made by Councilperson Maier, seconded by Councilperson Rose to designate the Hilton Office of M&T Bank as depository for the Town of Hamlin accounts for the year of 2015 as follows:

I. General Fund
II. Highway Fund
III. Consolidated Water
IV. Hamlin HRA Account
V. Payroll Account
VI. Employee Trust Fund
VII. Water Bond Account #408252
VIII. Cell Tower Escrow
IX. Investment Disbursement Account
X. Hamlin Money Market

Also, requesting Town Board 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 Peters aye. Motion Carried

Salaries

HIGHWAY SUPERINTENDENT

Resolution #12 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to set the salary of the Highway Superintendent for the year 2015 at $67,690.20 as budgeted, and to be paid by the Town of Hamlin in 26 pay periods and any compensation earned while performing services for the County of Monroe by the Highway Superintendent will be entered as Revenue received by the Town of Hamlin.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Parks Superintendent

Resolution #13 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to appoint Steven Baase as Park Superintendent for the year of 2015, and be paid $4187.61 in 26 pay periods.

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

SEWER SUPERINTENDENT

Resolution #14 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich to appoint Steven Baase as Sewer Superintendent for the year 2015 and to be paid $4,811.37 in 26 pay periods.

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

Secretarial, Custodial and Recreational rates

Resolution #15 Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich to set the following salaries:

1. Court Clerk 1 & 2	$8.75-$20.37 range
2. Bookkeeper to Supervisor	$10.03 -$20.37 range
3. Deputy Town Clerk	$8.75 -$20.37 range
4. Custodian	$8.75 -$20.37 range
5. Clk.-typist & Clk. IV P.T.	$8.75 -$20.37 range
6. Recreational Seasonal Position	$8.75 -$20.37 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 Peters aye. Motion Carried

Salaries of Town Servants

Resolution #16 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich setting the Town Servants salaries as follows:

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 - $41,528.28 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) - $13,664.62 each to be paid in 12 monthly payments.

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

Secretary to Building Inspector/Planning, Zoning and Conservation Boards

Resolution #17 Motion was made by Councilperson Baxter, seconded by Councilperson Rose setting an hourly salary up to $12.40 for the Secretary to Building Inspector, Planning, Zoning and Conservation Boards for the year of 2015.

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

Planning Board

Resolution #18 Motion was made by Councilperson Goodrich, seconded by Councilperson Baxter to set the salaries of the Planning Board members for 2015, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - $234.99 per regular monthly meeting attended.

Six (6) members each at $122.79 per regular monthly meeting attended.

Also, to appoint Dave Martin to the Planning Board for the term to expire on December 31, 2022.

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

Zoning Board of Appeals

Resolution #19 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to set the salaries of the Zoning Board of Appeals members for 2015, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - $234.99 per regular monthly meeting attended.

Four (4) members each at $122.79 per regular monthly meeting attended.

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

Conservation Board

Resolution #20 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich to set the salaries for the Conservation Board members for 2015, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

Chairperson - $234.99 per regular monthly meeting attended.

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

Six (6) members each at $122.79 per regular monthly meeting attended.

Also, to reappoint Jeanine Klopp to the Conservation Board for a two-year term, which will expire on December 31, 2016.

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

Support Boards

Resolution #21 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich authorizing Support Board Chairs to designate "Excused with Pay" any member's absence due strictly to personal illness or family emergency, and 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 2015. Members who exceed two absences during the year 2014 must request reappointment for the following year or be replaced. It is required for all paid Support Board members to complete a minimum of four (4) continuing education units during the year 2015, 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 Peters aye. Motion Carried

Tax Collector

Resolution #22 Motion was made by Councilperson Rose, seconded by Councilperson Baxter to reappoint Kathi A. Rickman as Tax Collector, and pay her the sum of $4,494.12 as budgeted, to be paid in a 26-pay period basis for the year of 2015.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Election Inspectors

Resolution #23 Motion was made by Councilperson Maier, seconded by Councilperson Rose to set the salaries of the Election Inspectors for the year of 2015 as budgeted.

Chairperson - $20.00/per election
Election Inspector - $10.00/hr.

Also, the compensation for schooling and testing to be set at $25.00 per year.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Town Clerk Training Sessions

Resolution #24 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to authorize the Hamlin Town Clerk and Deputy Town Clerk to attend all State and County training sessions for the year of 2015 as budgeted.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Senior Citizen Coordinator

Resolution #25 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to appoint Michelle Johnson as the Senior Citizen Coordinator and to set a salary of $4421.70 for the year 2015, to be paid monthly.

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

Pre-payment of Bills

Resolution #26 Motion was made by Councilperson Maier, seconded by Councilperson Rose approving to prepay all utility bills including cell phone bills and postage for 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 Peters aye. Motion Carried

Review of Town Polices

Resolution # 27 Motion was made by Councilperson Maier, seconded by Councilperson Baxter acknowledging the annual review and approval of the Town of Hamlin Procurement Policies and Procedures per General Municipal Law Section 10 and 11.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #28 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich acknowledging the annual review and approval of Town of Hamlin Workplace Violence Policy.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #29 Motion was made by Councilperson Baxter, seconded by Councilperson Rose acknowledging the annual review and approval of the Town of Hamlin Procedure for Waiving Fees.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #30 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging the annual review and approval of the Town of Hamlin Credit Card Policies and Procedures for the Town of Hamlin.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #31 Motion was made by Councilperson Maier, seconded by Councilperson Baxter acknowledging the annual review and approval of the Town of Hamlin Investment Policy.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #32 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging the annual review and approval of the Town of Hamlin
Fund Balance Policy.

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

PUBLIC OFFICIAL'S BOND

Resolution #33 Motion was made by Councilperson Rose, seconded by Councilperson Maier to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

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

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

LIAISONS FOR 2015

Resolution #34 Motion was made by Goodrich, seconded by Councilperson Baxter acknowledging Town Board Liaisons for 2014 as follows:

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

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

Engineer

Resolution #35 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich acknowledging Chatfield Engineers P.C. as Engineer for the year 2015, per the existing agreement for engineering services, accepting the new 2015 Hourly Billing Rates.

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

Attorney

Resolution #36 Motion was made by Councilperson Rose, seconded by Councilperson Maier acknowledging Ken Licht as Attorney to the Town and Zoning Board of Appeals for 2015 per the existing agreement for legal services.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Resolution #37 Motion was made by Councilperson Baxter, seconded by Councilperson Maier acknowledging Keith O'Tool as Attorney for the Planning Board for 2015 per the existing agreement for legal services.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

The approval of the Intermunicipal agreement between the Town of Hamlin and the Town of Wheatland for Kennel Services for 2015 was tabled at this time until more research is done on the agreement.

WORKERS COMPENSATION REPRESENTATIVES

Resolution #38 Motion was made by Councilperson Maier, seconded by Councilperson Baxter to appoint Darlene Capamaggio to serve as Director for 2014 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 Peters aye. Motion Carried

Resolution # 39 Motion was made by Councilperson Goodrich, seconded by Councilperson Maier to appoint David Rose to serve as alternate Director for 2015 to represent the Town of Hamlin per the Intermunicipal Agreement for UNYMWCP self-insured compensation plan.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose abstain and Supervisor Peters aye. Motion Carried.

Resolution #40 Motion was made by Councilperson Rose, seconded by Councilperson Goodrich to appoint Steven Baase as Facilitator for 2015 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 Peters aye. Motion Carried

ADJOURMENT

Resolution #41 A motion was made by Councilperson Baxter, seconded by Councilperson Goodrich to Adjourn the meeting at 7:31 pm as all business had been concluded.
Polled votes: Councilperson Baxter aye, Councilperson Goodrich aye, Councilperson Maier aye, Councilperson Rose aye and Supervisor Peters aye. Motion Carried

Respectfully submitted,

Kathi A. Rickman, MMC
Hamlin Town Clerk