

Hamlin Town Board Meeting  
March 9, 2015

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 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 Pastor Ken Miller.

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

Also present: Highway Superintendent Steve Baase, Building Inspector Cheryl Pacelli, Deputy Town Clerk Michelle Johnson, Historian Bob Kruger, Conservation Board Member Justine Jensen, Planning Board Member Linda DeRue, Librarian Kay Hughes-Dennett, Pastor Miller, Tom Maier Fire Marshal and Recreation Director Anke Applebaum.

Residents: Cindy Lutweller and Dottie Butcher.

**PUBLIC FORUM**

With no one wanting to address the board, Supervisor Peters subsequently closed the forum.

**APPROVAL OF MINUTES**

Resolution #87 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich, requesting Town Board approval of the regular Public Hearing minutes for all three hearings of February 25, 2015.

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

Resolution #88 Motion was made by Councilperson Baxter, seconded by Councilperson Maier, requesting Town Board approval of the Town Board minutes of February 25, 2015.

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

**AUTHORIZATION OF PAYMENT OF BILLS**

Resolution #89 Motion was made by Councilperson Maier, seconded by Councilperson Goodrich requesting the Town Board approval of the authorization of payment of bills from their respective funds.

**MONTHLY TOTALS**

**TOWN OF HAMLIN**

**ABSTRACT: 3**

<b>ACCOUNT</b>	<b>VOUCHER#</b>	<b>AMOUNT</b>	<b>ACCOUNT TOTALS</b>
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General	2015-168 to 2015-171	955.69		
	2015-199 to 2015-228	13860.88		
<b>Account Total</b>			<b>\$</b>	<b>14,816.57</b>
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Library	2015-172	126.82		
	2015-179 to 2015-187	2929.77		
	2015-229	44.90		
<b>Account Total</b>			<b>\$</b>	<b>3,101.49</b>
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Highway	2015-173	6243.20		
	2015-188 to 2015-198	20971.25		
<b>Account Total</b>			<b>\$</b>	<b>27,214.45</b>
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Sewer	2015-174	46.38		
	2015-177 to 2015-178	111.26		
<b>Account Total</b>			<b>\$</b>	<b>157.64</b>
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Light				
<b>Account Total</b>			<b>\$</b>	<b>-</b>
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Employees Trust	2015-166 to 2015-167	25080.62		
	2015-175 to 2015-176	3363.35		
<b>Account Total</b>			<b>\$</b>	<b>28,443.97</b>
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Visa Charges				
			<b>\$</b>	<b>-</b>
<hr/>				
ADP Charges		219.75		
			<b>\$</b>	<b>219.75</b>
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<b>GRAND TOTAL</b>			<b>\$</b>	<b>73,953.87</b>

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

**SUPERVISOR'S MONTHLY REPORT HAS BEEN ACKNOWLEDGED AND FILED**

**CORRESPONDENCE**

- a. Building Inspectors report for January 2015
- b. EfficientGov newsletters.
- c. Information for Virtual Towns & School.
- d. Information for Roy Teitsworth, Inc on Netauction.
- e. Reshaping Rochester newsletter.
- f. Time Warner Cable Programming notice.
- g. Monroe County Sheriff's Office C Zone update.
- h. United Way Day of Caring update.
- i. HR Works, Inc. Webinar.
- j. Strong West Update.
- k. 10 Most affordable Places to Live.
- l. Fishery Advisory Board agenda.
- m. RG & E's press release on \$16.5 Million from the US Treasury Department for Hydroelectric Improvements.
- n. HVA meeting minutes of 2-2-15.
- o. Fire Marshal Report for January.
- p. New Location for the Mobile Food Pantry – Hamlin Town Hall!

**CHANGE REPORTING RESPONSIBILITY OF SENIOR SPECIALIST TO TOWN BOARD**

Resolution #90      Motion was made by Councilperson Baxter, seconded by Councilperson Goodrich requesting Town Board approval to change reporting responsibilities of Michelle Johnson, Senior Citizen Program Specialist exclusively to the Hamlin Town Board.

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

**ADOPT POLICY FOR LETTERS OF RECOMMENDATION AND REFERRALS**

Resolution #91      Motion was made by Councilperson Maier seconded by Councilperson Goodrich requesting Town Board approval to adopt policy for letters of recommendation and referrals and to add it to the Town of Hamlin Policies and Procedures Manual.

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

Policy as follows:

**Town of Hamlin**

**Letters of Recommendation and Reference Request Policy**

Objective: To provide guidance for Human Resource personnel and Department Heads when inquiries and requests are made for Letters of Recommendation and or References.

- 1) Letters of reference and or recommendation may be provided for volunteers and/ or interns to be included with a college application or other reason if the experience was positive. Generally as best practice these letters should be positive in nature.

- 2) The Town of Hamlin will not provide letters of recommendation for current or past employees.
- 3) All inquiries from prospective employers are to be directed to the Human Resources Department. Responses will be limited to dates of employment and job title. This statement shall also be included; "It is against Town of Hamlin policy to release any other information regarding this employee".
- 4) To verify the authenticity of the request, Human Resources may ask that that reference inquires be submitted in writing.
- 5) If the employee (former or current) would like additional information shared this authorization will be placed in writing by the employee.

### **DISCUSSION**

Deputy Fire Marshal training – The Board reviewed the packet that was received and they were concerned that the training did not pertain to his position as a Deputy Fire Marshal. The Supervisor will discuss the training with him and go over the policy of getting approval before training. The Board feels that they need to look into what his job description is and who he directly reports to in order to get approval for training in the future. It was indicated that one of the classes he took may also be able to be refunded due to us being part of an association that it should have been free for him to take it.

Kennel Agreement with Gates Police – A 2015 agreement was received that is the same as last year.

### **RENEW KENNEL AGREEMENT WITH GATES POLICE**

Resolution #92 Motion was made by Councilperson Maier seconded by Councilperson Baxter requesting Town Board approval to renew the agreement with the Town of Gates Police for services for the year 2015.

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

### **REPORTS**

Councilperson Baxter reported on the following:

- Hamlin Ambulance is moving forward to replace their ambulance with a new one.
- Hilton Parma Fire District – They had a 91% ambulance coverage rate. The East Wautoma Roads were narrowed and the Chief asked how the Hamlin Highway Department was handling their narrow roads with the snow. He let them know that our Highway Department went down and opened up some roads. Superintendent Baase indicated that he discussed it with the Fire Marshal and when he declared it an unsafe road they were able to go and clear the private roads.
- Dog Control – They are moving forward with getting the back storage room set up. The Dog Control Officer is making an extra courtesy call to people when their licenses have been past due so that is eliminating court tickets being issued and resulting in 100 percent compliance.

Councilperson Goodrich reported on the following:

- The Zoning Board meeting had a public hearing to approve the addition of a mudroom with a side set back on West Wautoma to go to the Planning Board for a Conservation Corridor Development Permit. March 16 will be a Public hearing to have a gravel parking lot variance.
- Attended the Planning Board for Councilperson Rose. They had a public hearing for Final Site approval for a new cottage on Beachwood Park. The Conservation Corridor Development Permit for the mudroom on West Wautoma was approved. There was one item that was tabled because no one was present.
- The Recreation Commission will meet on March 10. There is only one application for the open board position. Supervisor Peters indicated that he will contact the Lawyer to see if it is a conflict of interest as the person that applied is an employee of the Recreation Department.

Councilperson Maier reported on the following:

- Hamlin Morton Walker Fire District – They got rid of their old Chief's Vehicles and the new to them vehicles are all in service. The radios they ordered for the new Trunked Radio System from the grant they received are in.
- Conservation Board – There was only one referral with no issues. Interviews for new board member is on the 25<sup>th</sup>. The Arbor Day Tree giveaway at the Library will be on April 25.
- Attended the Library Board meeting for Councilperson Rose. They sent out their first email newsletter. Their internet speed will be increased. They have some parking concerns when summer comes with the Hamlin Hornets. The Board plans to meet with the Hornets to discuss having them have someone in charge of controlling their parking so they do not park in the Library parking lot. The Library would like some trees to be planted in front of the library. The Friends of the Library will be holding their Spaghetti Dinner on March 22 at the VFW.

Highway Superintendent Steven Baase reported on the following:

- They are hoping for a slow melt so there will not be any major flooding issues.
- Steve went to Albany to talk to the Assembly people about the towns getting money to work on the roads. They won't know if it helped until the budgets are completed to see if there is any money in it for those repairs.
- Our Town's supply of salt is good and we have helped out neighboring towns that ran out of salt.
- They have been receiving a lot of calls regarding uneven roads due to the ground being frozen underneath and pushing up on the pavement. Once it warms up they will be able to see if there is anything they can do to fix anything.
- He would like permission to use the budgeted money to get a 1 Ton Dump Truck from the Highway budget and a ½ ton truck from the Sewer budget. The Town Board would like him to look into making sure it has a hands free cell phone usage capability for safety purposes.

**APPROVE HIGHWAY DEPARTMENT TO PURCHASE 1 TON DUMP TRUCK**

Resolution #93 Motion was made by Supervisor Peters, seconded by Councilperson Maier requesting Town Board approval to have the Highway Superintendent purchase a 1 ton Dump truck from the Highway Department budget not to exceed \$37,000 by piggy backing on the Chautauqua County Bid sheet.

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

**APPROVE SEWER DEPARTMENT TO PURCHASE ½ TON TRUCK**

Resolution #94 Motion was made by Supervisor Peters, seconded by Councilperson Baxter requesting Town Board approval to have the Sewer Superintendent purchase a Chevy ½ ton, extended cab, V8, 4 wheeldrive truck from the Sewer Department budget not to exceed \$33,000 by piggy backing on the Chautauqua County Bid sheet.

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

Building Inspector Cheryl Pacelli reported on the following:

Building permits issued this month for the following:

Addition – 1 – 5886 West Wautoma Beach – mudroom - **\$35.00**  
 Alteration –1 – 1753 Lake Rd – Move laundry room to 2<sup>nd</sup> floor - **\$25.00**  
 Wood Stove –1- 2268 Church Road – Chimney - **\$45.00**  
 Solar – 1- 260 Martin Road - **\$35.00**; - 1 – 140 Westphal Road - **\$25.00**  
 Demo – 1- 7770 Newco Drive - Demolition - **\$40.00**  
 SUP – 1 – Pheasant Creek Dog Boarding/Kennel - **\$30.00**  
 Renovation – 1- 7770 Newco Drive – Renovation - **\$60.00**  
 Sign – 1 – Sign at 1712 Lake Road in window - **\$45.00**  
 New Home – 1 – 119 Beehler Lane – Duplex – already rented - **\$1,244.20**

**Total revenue from Building Permits: \$1,584.20**

**Other Fees received:**

Zoning Public Hearing Fee – Brightly - **\$75.00**  
 Planning Public Hearing Fee – Hendershot - **\$75.00**  
 Failure to obtain a building permit: 2 - Solar Panel System & a Renovation – **\$250.00**  
**Total Other Fees Collected: \$400.00**

**Phone calls into office – 113**

Unregistered truck at car wash has been removed.

Unregistered car from 1873 Lake Road has been removed.

Trash pile removed from Roosevelt Highway from rental house.

811 Chase Road, Multiple complaints concerning horses and goats getting loose. Owner notified; fences in place.

812 Walker Lake Ontario Road – Farm items potentially in state right of way. NYSDOT notified.

The office has been busy answering residents questions and complaints. Many building permit applications have been handed out in anticipation of the spring building season.

Senior Citizen Program Specialist Michelle Johnson reported on the following:

- The group continues to grow with several new members each month.
- The trip schedule is going well with all activities selling out and waiting lists being formed as the seniors are very pleased with the activities that have been planned.

Fire Marshal Tom Maier reported on the following:

Inspections completed for February 2015:

1593 Hamlin Parma Town Line Road: Mayer's Winery, recheck is required in March

913 Roosevelt Hwy: Dakota Grill, No recheck is required

52 Railroad Ave: Hamlin Station Bar/Grill, no recheck required

47 King Street: Aztec Manufacturing, recheck completed all issues have been completed

2268 Church Road, 02/21/2015 Chimney fire unit was red tagged for repair

Assisted Code Enforcement Officer with an issue at the Hidden Creek Trail Park

Completed monthly fire extinguisher checks in all Town of Hamlin buildings

Checked local business to insure exits are clear of snow

Assisted Hamlin United Methodist Church with new exit signs

Made a count of all extinguishers in Town of Hamlin own buildings

Attended February Board meeting

Librarian Kay Hughes-Dennett reported on the following:

- She asked if the board had a contact of someone she could talk to about looking into a Block grant for solar panels. Supervisor Peters indicated he will see if he can find one to give her.
- The numbers of people coming to the library continue to grow. They are the highest improved library in the area.
- Susan Carlson is working on the Summer Reading Program .
- They will be doing a Big Machine Day with a Superhero theme in the parking lot of the town hall this summer.
- They would like to set up having a box for food donations for Life Solutions.
- They are looking into a couple of ECO projects: Planters for the porch and Bulletin Boards inside the Library.

Recreation Director Anke Applebaum reported on the following:

- 1) The kitchen is officially finished and we have passed inspection by the Health Department. Our permit is hanging in the kitchen. We can now make food for the kids in our child care programs, as well as for the concession stand.
- 2) We had great attendance at the Outdoor Sports event, and we have almost twice as many vendors scheduled for the Winter Wellness event this Saturday. We anticipate a good turnout for that as well.
- 3) We are working on the new brochure and are coordinating new events such as a Food Truck Rodeo & Craft Fair for September. The annual Junk Jamboree will also be embellished with food truck and music.
- 4) Sports sign-ups are ongoing but a bit sluggish still probably because of the weather.

- 5) We will be putting together a community recipe book this summer that will go on sale in the fall. More information about that will be in the next brochure.
- 6) The Paint & Sip class was wildly successful and we will be running it again in the late spring.
- 7) The History of Hamlin event was well attended... maybe we will have to make it into a series!
- 8) 12 people attended the first meeting for the community garden. We will be meeting again at the end of the month.

Historian Bob Kruger reported the following:

- February 26 he held the History of Hamlin. There were 23 people in attendance. He thanked Recreation for asking him to hold it and the support they gave him to make it a success.
- He asked for permission to use money in his budget to get a hotel room to attend a conference that is in Corning. The Board said to go ahead and use his budget to cover the cost.
- He will be looking into the roof when the weather gets better to see if there are any issues that need to be fixed.
- He is going to have actual hours this summer rather than by appointment to see if that helps to get more visitors to the center. June 17 – August on Wednesdays from 6:00 pm to 8:00 pm.

Conservation Board Member Justine Jensen reported:

- They are working with the Library to get landscaping done.
- They are looking forward to filling their vacant position.

Supervisor Eric Peters

- The Life Solutions Food Link on the 28<sup>th</sup> was a huge success. He thanked Steve for putting cones out.
- The Board is continuing to update policies.
- At the Supervisor meeting Vincent Esposito, The Deputy Regional Director of ESD, spoke about the plans for the regions to get the share of 1.5 billion dollars. Only three regions will be selected and they are looking for a region that has a large job creator.
- Department Head meeting was held and the policy for Referrals and Letters of Recommendations was discussed. They also discussed putting together lists of assets for each department for Insurance purposes.
- AVA will be holding their meat raffle on March 28.

Councilperson Goodrich asked about the status of the steps that have been blocked off due to safety issues. Supervisor Peters stated that he is waiting on the answer regarding the grant for the other side of the building. They may either have to repour the steps or block them off. People can still use the ramp as it is. The Building Inspector indicated that she would like to have some signage put up on how to use the ramp. Citizens have been having issues thinking they have to walk all the way around the building to go in at the other entrance.

Librarian Kay Hughes-Dennett wanted to thank Michelle Johnson for the job she did on getting all the information they needed and making it look good for the new Hamlin Newsletter she is working on for the Spring.

**ADJOURNMENT**

A motion was made by Councilperson Maier, seconded by Councilperson Goodrich to Adjourn the meeting at 7:54 pm as all business had been concluded.

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

Respectfully submitted,

Kathi A. Rickman, MMC  
Hamlin Town Clerk