

TOWN OF HAMLIN 2020 ORGANIZATIONAL MEETING

The 2020 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 Chris Bode from St. John Lutheran Church.

Present: Supervisor Eric Peters, Councilperson Jason Baxter, Councilperson Jennifer Voelkl, Councilperson Phillip Hurlbutt and Councilperson Joel Yager

Also present: Town Clerk Patty Jo Groenendaal, Deputy Town Clerk Colleen Flaherty, Pastor Bode, Building Inspector and Code Enforcement Officer Cheryl Pacelli, Highway Superintendent Town Justice Martin Maier, Town Justice Paul Rath, Town Attorney Maureen Werner

Residents: Dave Rose, Peg Leverenz, Patience McPherson, Paul W. Rath, Clarke Mahaney

Oath of Office given by Honorable Maureen Werner, Town Attorney, to the Following:

Town Justice	Martin Maier
Town Justice	Paul Rath

Oath of Office given by Honorable Paul Rath, Town Justice, to the Following:

Supervisor	Eric G. Peters
Councilperson	Phillip Hurlbutt
Councilperson	Joel Yager
Town Clerk	Patty Jo Groenendaal

The 2020 Organizational Meeting of the Hamlin Town Board was called to order at 7:10 pm by Supervisor Peters, who presided.

Appointment of Deputy Supervisor

As Supervisor of the Town of Hamlin, I, appoint Phillip Hurlbutt the Deputy Supervisor for the year of 2020.

Appointment of Deputy Town Clerk

In accordance with Town Law, Patty Jo Groenendaal Town Clerk of Hamlin, appoints Colleen Flaherty, as Deputy Town Clerk for the year of 2020.

Conferences and Training Programs

Resolution #1 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl 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.
Ayes 5-0. Motion carried unanimously.

Appointed Board Training

Resolution #2 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl reauthorizing 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.
Ayes 5-0. Motion carried unanimously.

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

Ayes 5-0. Motion carried unanimously.

Transportation Costs

Resolution #4 Motion was made by Councilperson Voelkl, seconded by Councilperson Yager 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.

Ayes 5-0. Motion carried unanimously.

Meal Allowances

Resolution #5 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl authorizing meal allowance not to exceed the limits by NYS Audit and Control of \$36 per day in New York City and \$26 outside of New York City.

Ayes 5-0. Motion carried unanimously.

Assessor Training Sessions

Resolution #6 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to authorize the Hamlin's Assessor to attend all State and County training sessions for Assessor's for year 2020, as budgeted.

Ayes 5-0 Motion carried unanimously.

Newspapers

Resolution #7 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to designate the (HAMLIN-CLARKSON HERALD) as the Official Newspaper for the Town of Hamlin for 2020

Ayes 5-0 Motion carried unanimously.

Highway Department Functions

Resolution #8 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Baxter for the Highway Superintendent to attend highway functions, as budgeted.

Ayes 5-0 Motion carried unanimously.

Appointment of Deputy Highway Superintendent

In accordance with Town Law, Highway Superintendent Steven Baase appoints Michael German as Deputy Highway Superintendent for the year 2020.

Highway

Resolution #9 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager setting Deputy Highway Superintendent wage at \$3,060.46 to be paid over 26 pay periods.

Ayes 5-0 Motion carried unanimously.

Resolution #10 Motion was made by Councilperson Baxter, seconded by Councilperson Yager setting Highway Employees hourly rate:

- i. Foreman \$19.92 - \$28.40 range
- ii. Maintenance Mechanic \$15.92 - \$27.36 range

- iii. Specialized M.E.O. \$14.63 - \$27.36 range
 - iv. M.E.O. \$12.96 - \$26.58 range
 - v. Laborer, Full Time \$11.80 - \$20.51 range
 - vi. Laborer, Part time \$11.80 - \$17.96 range
- Ayes 5-0 Motion carried unanimously.

Highway Expenditures

Resolution #11 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl authorizing the Highway Superintendent to purchase small tools and equipment up to \$20,000.00 for the year of 2020, as budgeted.

Ayes 5-0 Motion carried unanimously.

Secretary and Records keeper of the Highway Department

Resolution #12 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt for the appointment of Lindsey Pacitto as Secretary and Records keeper of the Highway Department for the year 2020.

Ayes 5-0 Motion carried unanimously.

Highway Expenditures

Resolution #13 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to execute the agreement of Expenditures of Highway Monies according to Section 284 of the Highway Law, so as to expend \$360,687.00 of Highway monies on 33.32 miles of Town Roads, for the year 2020.

Ayes 5-0 Motion carried unanimously.

Dog Control Officers

Resolution #14 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to acknowledge Dave Maynard as the Dog Control Officer at the salary of \$11,180.00 for the year 2020 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Ayes 5-0 Motion carried unanimously.

Resolution #15 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to acknowledge Caroline Thompson as Assistant Dog Control Officer and set the hourly rate for the Assistant Dog Control Officer on an on call basis at \$11.80 per hour, to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Ayes 5-0 Motion carried unanimously.

Historian

In accordance with Town Law, the Supervisor appoints Dave Walch as Historian for the year of 2020 at the annual salary of \$6,264.00 to be paid monthly, effective January 1, 2020.

Recreation

Resolution #16 Motion was made by Councilperson Baxter, seconded by Councilperson Hurlbutt to acknowledge Anke Applebaum as Recreation Director at the salary of \$40,996.80 for the year 2020 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Ayes 5-0 Motion carried unanimously.

Resolution #17 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to authorize the Hamlin Recreation Department to attend all State and County training sessions/conferences and/or meetings in 2020 as budgeted.

Ayes 5-0 Motion carried unanimously.

Building Inspector/Fire Marshal

Resolution #18 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt acknowledging Cheryl Pacelli as the Building Inspector/Code Enforcement/SEQA Officer with the annual salary of \$41,704.00 for the year of 2020 to be paid on a 26-pay period basis, and to serve at the pleasure of the Town Board.

Ayes 5-0 Motion carried unanimously.

Resolution #19 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to acknowledge Ronald Bragg as Fire Marshal, with the annual salary of \$6,540.00 to be paid on a monthly basis for the year of 2020.

Ayes 5-0 Motion carried unanimously.

Resolution #20 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to set the pay rate for Deputy Fire Marshal at \$75.00 per incident responded.

Ayes 5-0 Motion carried unanimously.

Resolution #21 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to authorize the Hamlin Code Enforcement Department to attend all State and County training sessions for the year of 2020, as budgeted.

Ayes 5-0 Motion carried unanimously.

Resolution #22 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt Requesting Town Board Resolution to assign Civil Defense Director Duties to the Building Inspector/Code Enforcement Officer/Fire Marshal for the year of 2020.

Ayes 5-0 Motion carried unanimously.

Banks

Resolution #23 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Baxter to designate the Hilton Office of M&T Bank as depository for the Town of Hamlin accounts for the year of 2020 as follows:

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

Ayes 5-0 Motion carried unanimously.

Resolution #24 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to authorize the Town Supervisor to check with all area banks for the best interest rate for investments. Ayes 5-0 Motion carried unanimously.

Salaries

Highway Superintendent

Resolution #25 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to set the salary of the Highway Superintendent for the year 2020 at \$74,942.40 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.

Ayes 5-0 Motion carried unanimously.

Parks Superintendent

Resolution #26 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to appoint Steven Baase as Park Superintendent for the year of 2020, and be paid \$4,440.28 in 26 pay periods.

Ayes 5-0 Motion carried unanimously.

Sewer Superintendent

Resolution #27 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to appoint Steven Baase as Sewer Superintendent for the year 2020 and to be paid \$5,101.20 in 26 pay periods.

Ayes 5-0 Motion carried unanimously.

Secretarial, Custodial and Recreational rates

I.	Court Clerk 1 & 2	\$12.00-\$19.97 range
II.	Bookkeeper to Supervisor	\$15.00 -\$24.00 range
III.	Deputy Town Clerk	\$12.00 -\$19.97 range
IV.	Custodian	\$11.80 -\$19.97 range
V.	Clk.-typist & Clk. IV P.T.	\$12.00 -\$19.97 range
VI.	Recreational Seasonal Position	\$11.80 -\$19.97 range
VII.	Court Officer	\$53.04 per regular session
VIII.	Court Officer	\$60.00 per DA session

Salaries of Town Servants

- a. Supervisor - \$23,036.00 to be paid in a 26-pay period basis.
- b. Deputy Supervisor - \$1,200.00 to be paid in 12 monthly payments.
- c. Town Clerk - \$38,000.00 to be paid in a 26-pay period basis.
- d. Deputy Town Clerk - \$1,500.00 to be paid in a 26-pay period basis from #1410.11.
- e. Councilpersons (4) - \$7,596.00 each to be paid in 12 monthly payments.
- f. Town Justices (2) - \$14,720.16 each to be paid in 12 monthly payments.

Engineer

Resolution #28 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to acknowledge MRB Group as Engineer for the year 2020, per the existing agreement for engineering services, accepting the new 2020 Hourly Billing Rates.

Ayes 5-0 Motion carried unanimously.

Secretary to Planning, Zoning and Conservation Boards

Resolution #29 Motion was made by Councilperson Baxter, seconded by Councilperson Yager to set an hourly salary up to \$13.10 for the Secretary to, Planning, Zoning and Conservation Boards for the year of 2020.

Ayes 5-0 Motion carried unanimously.

Resolution #30 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to establish a maximum 40-hour work week for the Building Inspector, 3 hours to be paid for each Support Board meeting and 3 hours of discretionary time to be used at the option of the Building Inspector.

Ayes 5-0 Motion carried unanimously.

Resolution #31 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl Requesting Town Board approval to acknowledge Cheryl Pacelli as Secretary to the Planning, Zoning, and Conservation Boards.

Ayes 5-0 Motion carried unanimously.

Planning Board

Resolution #32 Motion was made by Councilperson Baxter, seconded by Councilperson Yager to set the salaries of the Planning Board members for 2020, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

- i. Chairperson - \$248.00 per regular monthly meeting attended.
- ii. Six (6) members each at \$128.50 per regular monthly meeting attended.

Ayes 5-0 Motion carried unanimously.

Resolution #33 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to appoint Chris Schlieter as Chairperson to the Planning Board for the year 2020.

Ayes 5-0 Motion carried unanimously.

Resolution #34 Motion was made by Councilperson Yager, seconded by Councilperson Voelkl to re-appoint Steve Lauth to the Planning Board for a 7 year term to end December 31, 2027.

Ayes 5-0 Motion carried unanimously.

Zoning Board of Appeals

Resolution #35 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt to set the salaries of the Zoning Board of Appeals members for 2020, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

- i. Chairperson - \$248.00 per regular monthly meeting attended.
- ii. Four (4) members each at \$128.50 per regular monthly meeting attended.

Ayes 5-0 Motion carried unanimously.

Resolution #36 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to re-appoint Jerry Hoffman to the Zoning Board of Appeals for the term to expire on December 31, 2024.

Ayes 5-0 Motion carried unanimously.

Resolution #37 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt appoint Norman Baase as Chairperson to the Zoning Board of Appeals for the year 2020.
Ayes 5-0 Motion carried unanimously.

Conservation Board

Resolution #38 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt to set the salaries for the Conservation Board members for 2020, as budgeted, to be paid on a biannual basis, with the exception of the Chairperson, who will be paid on a monthly basis.

- i. Chairperson - \$248.00 per regular monthly meeting attended.
- ii. Monroe County Environmental Management Council delegate - \$40.00 per County Meeting attended/paid semi-annually.
- iii. Six (6) members each at \$128.50 per regular monthly meeting attended.

Ayes 5-0 Motion carried unanimously.

Resolution #39 Motion was made by Councilperson Baxter, seconded by Councilperson Yager to re-appoint Dave Walch to the Conservation Board for a two-year term, to expire on December 31, 2021.
Ayes 5-0 Motion carried unanimously.

Resolution #40 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt re-appoint Steve Rutherford to the Conservation Board for a two-year term, to expire on December 31, 2021.

Ayes 5-0 Motion carried unanimously.

Resolution #41 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter to appoint David Walch as Chairperson to the Conservation Board for the year 2020.

Ayes 5-0 Motion carried unanimously.

Support Boards

Resolution #42 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl authorizing Support Board Chairs to designate "Excused with Pay" any member's absence due strictly to personal illness or family emergency.

Ayes 5-0 Motion carried unanimously.

Resolution #43 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Baxter 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 2019. Members who exceed two absences during the year 2020 must request reappointment for the following year or be replaced.

Ayes 5-0 Motion carried unanimously.

Resolution #44 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to require all paid Support Board members to complete a minimum of four (4) continuing education units during the year 2020, per Chapter 662, New York Laws of 2006. Members who fail to do so must request reappointment for the following year or be replaced.

Ayes 5-0 Motion carried unanimously.

Tax Collector

Resolution #45 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to appoint Patty Jo Groenendaal as Tax Collector, and pay her the sum of \$4,888.78 as budgeted, to be paid in a 26-pay period basis for the year of 2020.

Ayes 5-0 Motion carried unanimously.

Election Inspectors

Resolution #46 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Baxter to set the salaries of the Election Inspectors for the year of 2020 as budgeted.

- i. Chairperson - \$22.50-\$27.50 per election
- ii. Election Inspector - \$12.00/hr.

Ayes 5-0 Motion carried unanimously.

Resolution #47 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter to set the compensation for schooling and testing at \$25.00 per year.

Ayes 5-0 Motion carried unanimously.

Attorney

Resolution #48 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to acknowledge Maureen Werner as Attorney to the Town for 2020 per the existing agreement for legal services.

Ayes 5-0 Motion carried unanimously.

Resolution #49 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl to acknowledge Maureen Werner as the Attorney to the Zoning Board for 2020 per the existing agreement for legal services.

Ayes 5-0 Motion carried unanimously.

Resolution #50 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt to acknowledge Keith O'Toole as the Attorney for the Planning Board for the year 2020.

Ayes 5-0 Motion carried unanimously.

Town Clerk Training Sessions

Resolution #51 Motion was made by Councilperson Hurlbutt, 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 2020 as budgeted.

Ayes 5-0 Motion carried unanimously.

Senior Consultant

Resolution #52 Motion was made by Councilperson Baxter, seconded by Councilperson Hurlbutt to appoint Michelle Johnson as the Senior Citizen Coordinator at a salary of \$394.74 per month for the year 2020, to be paid monthly.

Ayes 5-0 Motion carried unanimously.

Pre-payment of Bills

Resolution #53 Motion was made by Councilperson Yager, seconded by Councilperson Hurlbutt to prepay all utility bills including cell phone bills and postage for newsletter/brochure, postage meter rental, and refill postage meter.

Ayes 5-0 Motion carried unanimously.

Resolution #54 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager acknowledging the annual review and approval of the Town of Hamlin Procurement Policies and Procedures per General Municipal Law Section 10 and 11.

Ayes 5-0 Motion carried unanimously.

Resolution #55 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt acknowledging the annual review and approval of Town of Hamlin Workplace Violence Policy.

Ayes 5-0 Motion carried unanimously.

Resolution #56 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl acknowledging the annual review and approval of the Town of Hamlin Procedure for Waiving Fees.

Ayes 5-0 Motion carried unanimously.

Resolution #57 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager acknowledging the annual review and approval of the Town of Hamlin Credit Card Policies and Procedures for the Town of Hamlin.

Ayes 5-0 Motion carried unanimously.

Resolution #578 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter acknowledging the annual review and approval of the Town of Hamlin Investment Policy

Ayes 5-0 Motion carried unanimously.

Resolution #59 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Voelkl acknowledging the annual review and approval of the Town of Hamlin Fund Balance Policy.

Ayes 5-0 Motion carried unanimously.

Resolution #60 Motion was made by Councilperson Voelkl, seconded by Councilperson Baxter to acknowledge as sufficient, per Public Officers Law Section 11(2), the blanket undertaking covering Town Officers, Clerks and employees as set forth below:

a. Employees (including Clerks, Court Clerk and Town Officers and employees not prescribed below): \$25,000 limit, \$ 1,000 deductible.

b. Town Clerk/Tax Collector/Deputy Town Clerk: \$500,000 limit

c. Town Supervisor/ Deputy Supervisor/Bookkeeper/Assistant Bookkeeper: \$100,000 limit

Ayes 5-0 Motion carried unanimously.

Workers Compensation Representatives

Resolution #61 Motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt to appoint Darlene Capamaggio to serve as Director for 2020 to represent the Town of Hamlin in making decisions per the Intermunicipal Agreement for UNYMWCP our self-insured compensation plan.

Ayes 5-0 Motion carried unanimously.

Resolution #62 Motion was made by Councilperson Yager, seconded by Councilperson Voelkl to appoint Norman St. John to serve as alternate Director for 2020 to represent the Town of Hamlin per the Intermunicipal Agreement for UNYMWCP self-insured compensation plan.
Ayes 5-0 Motion carried unanimously.

Resolution #63 Motion was made by Councilperson Baxter, seconded by Councilperson Hurlbutt to appoint Steven Baase as Facilitator for 2020 for UNYNWCP to represent the Town of Hamlin at the safety steering meetings per the Intermunicipal Agreement for our self-insured compensation plan.
Ayes 5-0 Motion carried unanimously.

Resolution #64 Motion was made by Councilperson Hurlbutt, seconded by Councilperson Yager to approve Workman's Compensation claims of \$1,000.00 or less to be handled in house.
Ayes 5-0 Motion carried unanimously.

Town Board Liaison Assignments

Resolution #65 Motion was made by Councilperson Baxter, seconded by Councilperson Voelkl acknowledging Town Board Liaison assignments for 2020 as follows:

- a. Supervisor Peters: Assessor, Attorney, Auditing, Building & Grounds, BI/CEO Fire Marshal/Civil Defense, Board of Assessment, Historian, Media Reporting, Newsletter with Recreation, Seniors Citizens, Town Engineer.
- b. Councilman Baxter: Ambulance, Hilton-Parma Fire Department, Conservation Board, Hamlin Morton Walker Fire Department (Co-Liaison).
- c. Councilman Voelkl: Zoning Board of Appeals, Chamber of Commerce, Parks.
- d. Councilman Hurlbutt: Highway/Drainage, Hamlin Morton Walker Fire Department (Co-Liaison), Planning Board, Town Justices.
- e. Councilman Yager: Dog Control, Clerks, Library.

Ayes 5-0 Motion carried unanimously.

Public Forum

Paul W. Rath discussed the apartment parking problem on the west corner of Route 18 & Route 19. Parking is occurring directly under the no parking signs. This is causing a narrowing of the road. Residents are shoveling the snow into the road. There is a safety issue with children are crossing the road from in between the parked cars. Trailer trucks turning the corner are having difficulties. This all is an accident waiting to happen. There is a parking lot behind the apartment.

Adjournment

A motion was made by Councilperson Voelkl, seconded by Councilperson Hurlbutt to Adjourn the meeting at 7:47 pm as all business had been concluded.

Ayes 5-0 Motion carried unanimously.

Respectfully Submitted,

Patty Jo Groenendaal
Hamlin Town Clerk