Hamlin Regular Town Board Meeting
January 29, 2025

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 7:00 pm by Supervisor Baase. Everyone was invited to participate in the Pledge of Allegiance and a moment of silence for the deceased residents of Hamlin.

Present: Councilperson Jennifer Voelkl, Councilperson Rick Wright, Councilperson Phil Hurlbutt, Supervisor Steve Baase.
Excused - Councilperson Joel Yager
Also present: Town Clerk - Patty Jo Groenendaal, Highway Superintendent - Mike German, Code Enforcement Officer - Cheryl Pacelli, Town Attorney – Maureen Werner, Assessor – Liz Spencer, Jim Fox, Jonathan Vogler.

BROADCASTED LIVE: https://www.youtube.com/watch?v=UXm-wIjW7Aw

INVOCATION: Led by James Fox from Living Hope Assembly of God.

APPROVAL OF THE REGULAR TOWN BOARD MEETING MINUTES OF JANUARY 13, 2025

Resolution #81 Motion made by Councilperson Wright and seconded by Councilperson Hurlbutt to approve the Regular Town Board meeting minutes of January 13, 2025.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL OF PAYMENT OF BILLS FROM THEIR RESPECTIVE FUNDS:

Resolution #82 Motion made by Councilperson Hurlbutt and seconded by Councilperson Wright to approve payment of bills from their respective funds.

ACCOUNT	VOUCHER#	AMOUNT	ACCOUNT TOTALS
General	2025-0046	530.29	
	2025-0047 to 2025-0050	2200.13	
	2025-0051 to 2025-0052	1835.44	
	2025-0053	28934.43	
	2025-0054 to 2025-0056	5969.97	
	2025-0076 to 2025-0120	37654.18	
Account Total			**$ 77,124.44**

Library	2025-0059 to 2025-0060	514.05	
	2025-0122	200.00	
Account Total			**$ 714.05**
Highway	2025-0065 to 2025-0074	21529.92	
	2025-0121	259.83	
Account Total			**$ 21,789.75**
Sewer	2025-0057 to 2025-0058	411.91	
	2025-0064	353.90	
Account Total			**$ 765.81**
Light	2025-0061	2614.82	
Account Total			**$ 2,614.82**
Hamlin Kendall #5			
Account Total			**$ -**
Wiler Road Bridge	2025-0063	10607.9	
Account Total			**$ 10,607.90**
Paychex	2025-0044	967.53	
	2025-0075	259.31	
	2025-0123	476.09	
Account Total			**$ 1,702.93**
Employees Trust	2025-0045	3669.79	
Account Total			**$ 3,669.79**
Visa Charges	Amazon Capital Services	279.44	
	GoDaddy	46.34	
	Intuit Quickbooks	271.20	
	Zenwork	39.26	
Account Total:			**$ 636.24**
GRAND TOTAL:			**$ 119,625.73**

ACCOUNT	VOUCHER#	AMOUNT	ACCOUNT TOTALS
General	2024-1783	21.00	
	2024-1770 to 2024-1782	6739.33	
Account Total			**$6,760.33**

Library	2024-1757	6536.31	
Account Total			**$6,536.31**
Highway	2024-1745 to 2024-1756	33894.74	
Account Total			**$33,894.74**
Sewer	2024-1743 to 2024-1744	621.65	
Account Total			**$621.65**
Light			
Account Total			**$0.00**
Hamlin Lakeshore			
Account Total			**$0.00**
Hunt. Park			**$0.00**
Account Total			
Paychex			
Account Total			**$0.00**
Employees Trust			
Account Total			**$0.00**
Visa	Home Depot	379.91	
	Indeed	75.00	
	Meta	47.51	
Account Total			**$502.42**
GRAND TOTAL:			**$48,315.45**

Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

ADD NYS LAW SECTION 203-E TO THE TOWN OF HAMLIN EMPLOYEE HANDBOOK

Resolution # 83 Motion made by Councilperson Hurlbutt and seconded by Councilperson Voelkl to add NYS Law Section 203-E, Prohibition of Discrimination based on an employee's or a dependent's reproductive health decision making to the Town of Hamlin Employee Handbook.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL TO ORDER THE DOG CAGE FROM TRANS K9 FOR THE DOG CONTROL VEHICLE

Resolution #84 Motion made by Councilperson Wright and seconded by Councilperson Voelkl to order the dog cage from Trans K9 for the Dog Control Vehicle in the amount of $1,487.00 to be paid for with funds from the Hamlin Dog Shelter account.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

ADOPTING THE DUTIES AND REQUIREMENTS OF THE TOWN PARK SUPERINTENDENT INTO THE CIVIL SERVICE JOB DESCRIPTION MANUAL

Resolution #85 Motion made by Councilperson Hurlbutt and seconded by Councilperson Wight to approve the Duties and Requirements of the Town Park Superintendent into the Civil Service Job Description Manual
WHEREAS, the Hamlin Town Board recognizes the importance of clearly defining the roles, responsibilities, and qualifications for town employees to ensure effective operations and public service; and
WHEREAS, the position of Town Park Superintendent plays a critical role in maintaining and overseeing the operations, maintenance, and development of the Town Park; and
WHEREAS, the Town Board believes it is in the best interest of the Town to outline the specific requirements, duties, and expectations for the Town Park Superintendent position in the Town's employee handbook for clarity and consistency;
NOW, THEREFORE, BE IT RESOLVED by the Hamlin Town Board, as follows:

Town of Hamlin Parks Superintendent

DISTINGUISHING FEATURES OF THE CLASS: Under general direction and supervision, an incumbent of this position is responsible for the supervision of construction, improvement, maintenance and operation of one or more parks/facilities, which includes but is not limited to wildlife preserves, North Star History Center, park buildings, bridges, shelters, parking areas and natural areas, Excluding the Charlie Maier Lodge structure. These responsibilities may also include maintenance along segments of one or more trail ways, walking paths, or bike paths. The exercise of independent judgment within the framework of established departmental policies is required to determine work methods and prioritization of projects. Supervision is exercised over several full-time labor and maintenance employees, as well as seasonal labor and maintenance personnel.

EXAMPLES OF WORK: Shall include but not limited to:
Supervises the operation and maintenance of all parks and facilities including, fishing docks, buildings and grounds maintenance and security patrol;
Supervises the maintenance and repair of structures, automotive equipment and related park equipment;
Supervises the cleaning of park and picnic areas;
Assigns personnel to maintenance projects;
Conducts periodic inspections of all park areas and facilities;
Makes note of deficiencies in operation or condition of facilities, and issues verbal or written orders to correct;
Requisitions materials and supplies for the operation and maintenance of the park and keeps records of expenditures;
Prepares an annual budget request and work program for the area of jurisdiction, including recommendations concerning non-recurring repairs and replacements;
Prepares specifications for purchase of equipment and supplies;
Responds to complaints from the public;
Recommends improvements for various facilities such as docks, trails, buildings, shelters, activity features;
Coordinates and schedules various work programs to enable orderly development and completion of park property;
Assists in establishing safety precautions in the assigned area;
Makes reports and maintains records;
Supervises the work of maintenance and seasonal personnel.
Makes sure all fields are prepared for upcoming seasons;
Maintain the care of all fields according to Recreation schedule (stripping, goals, nets, and bleachers)
Maintain Welcome to Hamlin signs, and all Cemeteries affiliated with the Town of Hamlin.
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REQUIRED KNOWLEDGE SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of the operational and maintenance requirements of typical park facilities and equipment. Good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of automotive equipment maintenance; good knowledge of safety precautions and measures applicable to the park; good knowledge of the principles, practices and techniques of park management; good knowledge of construction trades in order to coordinate building projects; ability to plan, organize, and direct the work of subordinates in a variety of park occupations; ability to meet the public and give information regarding park regulations and facilities; ability to maintain adequate records of park operation; ability to prepare and submit detailed reports of park operations; ability to read and understand diagrams and blueprints; ability to communicate clearly and concisely both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the

position; ability to deal with others tactfully and effectively; initiative; good judgment; reliability; creativity; physical condition commensurate with the duties of the position.
SPECIAL REQUIREMENT: Depending on assignment, if the employee is required to operate automotive equipment, he/she must possess, at time of appointment, a valid license to operate a motor vehicle in New York State that is appropriate to the equipment being operated. The appointing authority is responsible for ensuring that these conditions are met at time of appointment and throughout employment.
This resolution shall take effect immediately upon adoption
Updated on 1/29/2025

Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL TO ADD DECALS ON THE SIDE OF THE NEW DOG CONTROL VEHICLE

Resolution #85 Motion made by Councilperson Voelkl and seconded by Councilperson Wright to pay for the Decals on the side of the new dog control vehicle installed by Flower City Wraps at a cost of $600.00 to be paid for with funds from the Hamlin Dog Shelter account.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

BUDGET TRANSFERS

Resolution #86 Motion made by Councilperson Hurlbutt and seconded by Councilperson Wright to approve the following budget transfers.

General

From Account	To Account	Amount
A.1990.40 Contingent-Other	A.7620.10 Adult Rec Salary	$280.04

From Account	To Account	Amount
A.1990.40 Contingent-Other	A.1110.10 Court Clerk Salary	$5,694.00

Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL TO USE ARPA MONEY TO MAKE THE FOLLOWING BUDGET AMENDMENTS

Resolution #87 Motion made by Councilperson Hurlbutt and seconded by Councilperson Wright to use ARPA money to make the following budget amendments

General

Increase Revenue Account:

A.0599.00 Fund Balance $15,980.00
Increase Expense Account:
A.7140.20 Playground and Rec Equipment $15,980.00
This is for the Gator.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL TO PAY THE TIME WARNER TAX BILL FOR 2025

Resolution #88 Motion made by Councilperson Voelkl and seconded by Councilperson Wright to pay the Time Warner tax bill for 2025 in the amount of $1,252.95 per the franchise agreement.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

APPROVAL TO HIRE DALE WALKER AS THE NEW PART-TIME ASSISTANT TO THE ASSESSOR

Resolution #89 Motion made by Councilperson Hurlbutt and seconded by Councilperson Voelkl to hire Dale Walker as the new part-time assistant to the Assessor starting February 3, 2025.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

DEEM THE DOG CONTROL 2011 CHEVY PICK-UP TRUCK AS SURPLUS

Resolution #90 Motion made by Councilperson Voelkl and seconded by Councilperson Wright to deem the Dog Control Pick-up Truck as surplus to then sell at auction.
Discussion – We will do the kitchen stove and gator after they get cleaned up.
Polled votes: Councilperson Voelkl aye, Councilperson Wright aye, Councilperson Hurlbutt aye, Supervisor Baase aye. Motion carried.

Discussion – Fire Fighter exemption.
Baase - We need to look at the 20 years it doesn't state it in the new paperwork we got from the Assessor.
Spencer – They are not taking that away. They are just amending the other town exemption for neighboring towns. Looking into it there is no one that would qualify as of right now. It must be a volunteer position and if they are volunteering at another town Hamlin will have that information. We would have to vote on it before March 1st.
Voelkl – Can we limit the number of towns?
Spencer – Yes, it is a local option. The town decides the rule of it.

Baase – We are still fighting over Cell Towers. We are going back and forth. The bill comes and I have asked them to please replenish your funds. The law says they need to replenish the funds plus $5,000.00. The tower people say "I'm not paying you that". With one tower all we have to do is the final inspection. In the beginning you need those funds but at the end of construction you don't.
Werner – It never ends and the permits never get done. With CMS one minute it's this, the next minute they are asking for something else.
Baase – I wrote a letter and asked for $2,500.00 and get the inspections done. I did talk with MRB and one of the guys there does structure analysis of towers. He can actually make sure the tower is safe. We will keep looking at other companies. We have to give 60 days' notice to get out of the contract. We do not have a problem with the tower on Railroad that one is a Federal Government one. There are issues with the one on Cook road.
Pacelli – We are very close to finishing the other one on Railroad.
Baase – So I am asking can we send a 60-day notice? Maureen will have to write up the letter.

Groenendaal – I just want to mention the Westside news will not be delivering to households anymore. Legal notices and laws need to be put in the paper.
Hurlbutt – It is also online.
Werner – I believe by law it needs to be a subscription that is delivered. I will look into that.

Wright – How are the water notices and the one-page questionnaire. The VFW banners are going through a different company and info will be in the Hamlin Express.
Baase – I got and order, we can probably do it cheaper.
Voelkl – Can I get a copy of that questionnaire?
Baase – Yes.

Hurlbutt – Steve and I went to the Solar and Ag. meeting.

ADJOURNMENT:

Resolution #91 Motion was made by Councilperson Hurlbutt and seconded by Councilperson Voelkl, requesting Town Board approval to adjourn the meeting at 7:40 pm as all business had been concluded.
Polled votes: All in Favor. Motion Carried.

Respectfully submitted,

Patty Jo Groenendaal

Patty Jo Groenendaal
Hamlin Town Clerk