

**Village of Hammondsport
May 12, 2015
Meeting Minutes**

The Village of Hammondsport Board of Trustees held its regular monthly board meeting on Tuesday May 12, 2015 at 6:00 p.m., 18 Water Street, Hammondsport, NY.

PRESENT: Mayor Emery L. Cummings, Jr.
Trustee Stella Pulver
Trustee David Luppino
Trustee Anne Green
Trustee Bee Keck
Clerk-Treasurer Lela Martuscello
DPW Superintendent Ray Hawley
Water Plant Operator Chris McConnell

OTHERS PRESENT: Paul Venema, Debra Robbins, Suzanne Geisz, Rodney E., John Jensen, Jeff Ingersoll, Afton Shoemaker, Bob Pederson, Lance Locey

John Kuehn from Sprague Insurance presented the board with the NYMIR Insurance renewal package. The increase is \$83.63 over last year; however, the one ton dump truck was sold at auction and will be removed with a credit.

Mr. Kuehn provided the board with a survey to be filled out regarding Cyber Coverage. The cost for insurance coverage is \$300 per year. The board will discuss whether it is necessary for the Village to acquire coverage for Cyber Security.

Bob Pederson and Afton Shoemaker from the Beautification Committee were present to ask the Village Board if the Village DPW would do spring and fall maintenance of Pulteney Park. They also asked that the Village DPW take care of the sprinkler system in the park. The Village already has taken over maintaining the sprinkler system and agreed to have the Village DPW take care of spring and fall clean up in Pulteney Park.

The Beautification Committee would also like to replace the trees along upper Shethar Street with more mature trees. The trees that are removed will be replanted at Champlin Beach.

BUSINESS MEETING

Minutes: On motion of Trustee Green and seconded by Trustee Keck and carried, all voting Aye to approve the April 14, 2015 meeting minutes.

Abstract: On motion of Trustee Pulver and seconded by Trustee Green and carried, all voting Aye, RESOLVED, that the Clerk-Treasurer is hereby authorized to pay General Fund Abstract #3, claim #52-84 totaling \$11,463.36 and Water Fund Abstract #3, claim #17-33 totaling \$20,159.83 and Capital Projects Abstract #9 totaling \$6,978.47.

Department Reports

Police: Police Sergeant Sincerbox submitted a written report of the Police Department for April 2015. Activities included 25 calls for service, 0 criminal complaints, 0 criminal complaints closed, 9 traffic stops, 5 warnings issued, 5 traffic tickets issued, and 4 parking tickets issued.

DPW/Water: Mayor Cummings introduced the new Village Maintenance Worker, Paul Venema.

DPW Superintendent Hawley submitted a written report on the Street Department for the month of April. The Street Department cleaned and mulched parks, cold patched streets, repaired street lights, repaired fence at Grape Street Park, ran sweeper, replaced and moved signs, removed sander and cleaned and put away, opened Champlin Beach, readied one ton truck for auction.

A proposal was presented for milling, placing tack coat, and 9.5 mm F3 top course on Main Street from Lake Street to Pulteney Street at a cost of \$26,029.12. CHIPS money will be used as the balance of 2015 CHIPS is \$30,625.29.

Trustee Pulver made a motion seconded by Trustee Keck to accept the estimate bid from Economy Paving Co., Inc. in the amount of \$26,029.12 for milling, placing tack coat, and 9.5 mm F3 Top Course on Main Street from Lake Street (the project end limit station 26+48.00 of D262684 Rt. 54 A) to Pulteney Street.

ROLL CALL VOTE: Mayor Cummings – Aye
Trustee Pulver – Aye
Trustee Luppino – Aye
Trustee Green – Aye
Trustee Keck – Aye

Motion Carried

Water Plant Operator Chris McConnell reported on the Water Department for the month of April. Water Department work included pump house maintenance, water turn ons, water samples, water meeting, museum waterline project, flushed new water system, UFPO's, repairs at pump house, new water service on Shethar Street, took care of D.E.

Finance: Clerk Martuscello submitted a written report of the Clerk's Office. Activities included closed books for April, FOIL request, water billing late notices, welcome letters, certified payroll with Steuben County Personnel, new hire paperwork, contacted Watkins Glen International regarding event banner displayed at race track, policies review.

On motion of Trustee Pulver and seconded by Trustee Luppino and carried, all voting Aye that the Clerk-Treasurer is hereby authorized to void check number 5414 payable to Tracey Road Equipment.

Parks: Trustee Luppino reported that all village parks are cleaned and mulched. From the Urbana Park Advisory Committee the Urbana Trail Head in front of Urbana Town Hall will go ahead as matched funding for the trail has been received. Friends of Hammondsport Area Trails and Parks, Inc. has received their 501C3 Tax exempt status.

Trustee Luppino is looking into changing stations and mirrors for the Champlin Beach bathrooms. He is also looking into a grant to purchase 300 uniform recycle bins for village residents.

KWIC: Trustee Green reported that there are 283 properties in the Village with 76 in Zone One and 6 holding tanks. Work continues on Policy and Procedures. There was a presentation on sustainable Keuka Lake. Next meeting is May 26, 2015 in Pulteney.

Trustee Green reported that the Chamber is again seeking a Main Street Grant.

Zoning Officer's, Building and Watershed Officer's reports noted as being received.

Trustee Luppino made a motion seconded by Trustee Keck and carried, all voting Aye to accept the Department Reports.

Beautification Committee: Trustee Pulver gave a report from the Beautification Committee. In addition to the previous request, the Committee has purchased hanging plants again this year and will be up by Memorial Day, the bandstand floor needs work, and there was discussion of removing the speed limit sign on Lake Street.

OLD BUSINESS

Curtiss Museum Water Extension: The line is in service. Property owners are hooking on to the system slowly.

Dumpsters: The convenient store on Lake Street has begun construction of their enclosure. They are the last to comply.

Recycling: The recycling containers have been assembled by the DPW and will be placed in the parks.

Office Security: The board discussed moving a camera to better view customers and the possibility of a roll down screen. A dead bolt has been installed on the door into the Clerk’s Office.

NEW BUSINESS

The current Building fee Schedule was submitted to the board for review. The Village of Hammondsport and Town of Urbana fees have been the same in the past and since Urbana raised their fees in January, the Village Board will review for next month.

Water Rate Schedule: On motion of Trustee Keck and seconded by Trustee Luppino, and carried all voting Aye to approve the following Water Rate Schedule for 2015-2016.

2015-2016 Budget for the Village of Hammondsport
Water Rate Schedule

	Rate
Minimum Charge (0 – 1000 cubic Feet per quarter)	63.20
Water Rates (Per 100 cu. ft.)	6.32
Penalty Charge (One time only on current charges)	5.00% after 30 days
Turn On Fee	25.00
Turn Off Fee	25.00
Application fee	25.00
Backhoe	30.00/hour
11/2 ton Dump Truck	25.00/hour
1 Ton Dump Truck	20.00/hour
Supervisor	37.00/hour
Maintenance worker	22.00/hour
Shut off Notice	cost of certified letter

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Water Rates: (per 100 cubic feet)

1991 – 1.44
1993 – 1.58
1995 – 2.50
2001 – 2.94
2003 – 3.60
2006 – 4.70
2012 – 6.32 (last time water rates were increased)

Policy Review: The Board reviewed the Sexual Harassment Policy, Workplace Violence Policy, and Procedure for Reporting and Investigating an Incident, and FOIL Policy.

Under the Zero Tolerance Policy for Reporting an Incident contact names need to be updated and Pat French removed from the Committee.

Employees need yearly training on Workplace Violence.

FOIL Policy amended as follows: (addition)

If an applicant fails or refuses to pay for or pick-up a FOIL Request, the Village Records Officer will not honor ensuing requests until the applicant has fulfilled his/her responsibility by tendering the fee for copies previously made.

Trustee Green made a motion seconded by Trustee Luppino to accept the amendment to the FOIL Policy.

ROLL CALL VOTE: Mayor Cummings – Aye
Trustee Pulver – Aye
Trustee Luppino – Aye
Trustee Green – Aye
Trustee Keck – Aye

Motion carried

Proposed Local Law: A Local Law for Registration of Rental Housing from Livingston County was presented to the board for review last month by Mike Slowinski, Building Inspector. The Board does think this is a good idea. Steuben County has a similar law and they would like to take a look at that also. This would be a good time to go through the village and document all rental properties and classify them.

The Board would like to set up a Workshop with the Zoning Officer, Building Inspector, and Chairman of the Planning Board.

Memorial Day Parade: Trustee Keck presented an application from the American Legion for a Memorial Day Parade.

On motion of Trustee Keck and seconded by Trustee Pulver and carried, all voting Aye to approve the Parade Permit submitted by Joseph Leasley, American Legion Post 407 for a Memorial Day Parade, Monday May 25, 2015 at 10:00 a.m. from Park Place to Elmwood Cemetery.

Paul Martuscello, 22 Main Street, presented the board with a handout at the April 14, 2015 meeting discussing Impact Fees and pictures from Walla Walla, Washington of a parking lot with a covered pavilion used for a Farmer's Market. Trustee Luppino and Trustee Green would like this noted and should be discussed along with KWIC sustainable Keuka Lake and the Waterfront Study.

CORRESPONDENCE

Letter from Cindy Tallo: Trustee Luppino would like to discuss the letter and wants it known that he requested the Village Attorney be present at tonight's meeting to discuss possible legal counsel regarding the letter. Mayor Cummings does not think there is any legal action being taken and it is a letter stating Ms. Tallo's opinion only.

Trustee Luppino would also like the board to respond to the letter. Trustee Green and Trustee Keck agree there should be a response and Trustee Green has agreed to write something up.

Trustee Luppino is still looking into one sided parking on Thorpe Avenue and will continue to measure all street widths and present a report to the board.

PUBLIC

John Jenson commented on the Main Street Grant Application. The application is due in June 2015 with awarding in December for work to begin spring 2016.

The Chamber will work with the Village on Streetscape.

John Jensen would like to know what information was relative to a meeting with the IDA and Planning Board with respect to the Curtiss School Subdivision. Mayor Cummings replied that the Village along with the IDA is currently studying the possibility of a downtown septic system and a possible treatment site is behind the Curtis School.

Jeff Ingersoll, 22 Pulteney Street asked the Village Board if there is a reason the sidewalk on either side of the bridge on Pulteney Street over the flume is not there anymore. It seems to be covered with dirt. The Village DPW will contact the NYS DOT.

Lance Locey, 15 Main Street, expressed his displeasure with the Watkins Glen International banner hanging in the Village.

Bob Magee, Zoning Officer, asked the Village Board if it would be possible to go into Executive Session to discuss matters of enforcement that could lead to litigation, attorney information and employment history of past employee.

Trustee Green made a motion seconded by Trustee Keck to go into Executive Session at 7:52 p.m. to discuss issues that may lead to litigation and matters regarding employment history of a particular person.

ROLL CALL VOTE: Mayor Cummings – Aye
Trustee Pulver – Aye
Trustee Green – Aye
Trustee Keck – Aye
Trustee Luppino – Aye

The Clerk was invited to stay for the Executive Session.

On motion of Trustee Pulver and seconded by Trustee Green and carried all voting Aye to come out of Executive Session at 8:21 p.m.

With no further business, Trustee Pulver made a motion seconded by Trustee Green to adjourn the meeting at 8:23 p.m.

Respectfully Submitted,

Lela Martuscello, Clerk-Treasurer