

**Village of Hammondsport**  
**April 12, 2022**  
**Regular Board Meeting Minutes**

The Village of Hammondsport Board of Trustees held its regular monthly board meeting at 6:00pm on Tuesday, April 12, 2022 at the Village Office, 18 Water Street, Hammondsport, NY and via ZOOM teleconference.

**PRESENT:** Mayor Jean Jensen  
Trustee Stella Pulver via zoom  
Trustee John Hoch  
Trustee Leah Butler  
Trustee Bob Kleckner  
Code Officer Chuck Cagle

**ABSENT:** Clerk-Treasurer Christina Watson, DPW Supervisor Christopher McConnell and Police Chief Jason Dininny

**OTHERS PRESENT:** JRosenbloom, DOliver, DTompkins, MFinley, CMoyer, RLocey, MBray, LManelis, MDeRosa, BDurnin, GWilson, CRyan, ACarpenter & RLeonard

**ORGANIZATIONAL MEETING:**

Mayor Jensen opened the Organizational Meeting at 6:02pm.

**Village of Hammondsport**  
**Appointments 2022-2023**

Village Attorney	William Reed
Clerk/Treasurer	Christina Watson
Deputy Clerk	Crystal Laverty
Budget Officer	Christina Watson
Records Management Officer	Christina Watson
Official Newspapers	The Corning Leader
Depository	5 Star Bank, Community Bank, Chemung Canal Trust Co.
Deputy Mayor	Stella Pulver
Police Commissioner	Stella Pulver
Deputy Police Commissioner	Leah Butler
DPW Commissioner (Water/Street)	John Hoch
Deputy DPW Commissioner (Water/Street)	Robert Kleckner
Watershed Representative-KWIC/KLOC	John Hoch
Parks and Recreation Commissioner	Leah Butler
Deputy Parks and Recreation Commissioner	Robert Kleckner
Watershed Inspector	Michael Hicks
Zoning and Code Enforcement	Charles Cagle
Historian	TBD
Planning Board Alternate 5-year term	Appoint – TBD
Zoning Board of Appeals 5-year term	Appoint – Tom Moleski
Zoning Board of Appeals Alternate 5-year term	Appoint – TBD
Emergency Disaster	Steuben County Office of Emergency Services
Health Officer (As Needed)	TBD

**Meeting Dates**

Village Board Meetings @ 6:00 PM	2 <sup>nd</sup> Tuesday of each month
Planning Board Meetings @ 7:00 PM	4 <sup>th</sup> Wednesday of each month as needed
Zoning Board of Appeals Meetings @ 6:00 PM	3 <sup>rd</sup> Tuesday of each month as needed

**Approval of Attendance at Meetings**

Fall NYCOM Training School	Attendance - Clerk and Mayor
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On motion of Trustee Hoch, seconded by Trustee Kleckner and carried all voting Aye to approve the 2022/2023 Appointments.

With no further business before the Village Board, Trustee Hoch made a motion, seconded by Trustee Kleckner to adjourn the Village Board Organizational Meeting at 6:08pm.

Mayor Jensen to open Regular Village Board Meeting at 6:09pm.

**PRESENTATION:** None

Mayor Jensen had a change to the agenda, adding letter from JRosenbloom to Old Business. Mayor Jensen recited the meeting protocols.

**BUSINESS MEETING:**

On motion of Trustee Pulver, seconded by Trustee Kleckner, and carried, all voting Aye to approve the Regular Meeting minutes of March 8, 2022.

On motion of Trustee Hoch, seconded by Trustee Kleckner and carried, all voting Aye, that the Clerk-Treasurer is hereby authorized to pay General Fund Abstract #2, totaling \$33,877.93, claims #12-47 & 53-63 and to pay the Water Fund Abstract #2, totaling \$3,663.86, claims #1-7 & 9-12.

**DEPARTMENT REPORTS: SEE ATTACHMENTS**

**Police**-Question on penal incidents, Mayor Jensen will ask Jason.

**DPW**-Acknowledged hard hat expo. Attendance.

**Parks**-Is small playground on Liberty Street closed? CCagle will ask Town, maybe leased by Arbor Development.

**Code Enforcement**-Clean up on Shethar Street, Condo inspection issues, will report back to board. Spoke to CPowell/GPowell had issues. 49 Shethar-bakery and 47 Shethar-looking to out ramp. 70 Shethar-wants pizza oven has questions, 4 Wheeler-reno ongoing, 33 Davis-permit issued.

**Clerk**-All good.

On motion of Trustee Butler, seconded by Trustee Kleckner and carried all voting Aye to approve department reports.

**COMMITTEE REPORTS:**

**Planning Board Minutes:** None

**Zoning Board of Appeals Minutes:** None

**Beautification Committee:** Trustee Pulver to contact Nancy/Scott about baskets. Have not heard about ARC grant.

**Town of Urbana:** Approved immunity from Zoning on business at end of pier. 06/11/22 Town. Lawsuit continues between Planning and Zoning. State Grant approved for 40K for pier.

**KWIC/KLOC:** Did not attend last meeting, Penn Yan says only 1 past due.

**OLD BUSINESS:**

Mayor Jensen wants to begin work group on short term rentals. 3 month timeframe. Notice on bulletin boards. Send postcards to all property owners. Sign up by May 10<sup>th</sup>, Workshop meeting on May 16<sup>th</sup>. Link on website for information, send out data collected.

Annual Report Card-send out with water billing. On motion of Trustee Butler, seconded by Trustee Hoch and carried all voting Aye to approve the Annual Report Card.

JRosenbloom asked about tents and submitted another letter. Mayor Jensen-reviewed past discussion, past meeting, and the initial decision. Trustee Hoch wants residents and business owners feedback in form of a survey. Does not think we should do the tents because of fire and ambulance obstruction. Trustee Kleckner says, residents are opposed of it and don't care for it. Trustee Butler says, young families like them during Music in the Park. Trustee Kleckner/Trustee Hoch asks, what about back of shops in alley?

**PUBLIC COMMENTS:**

BDurnin, Crooked Lake supports JRosenbloom's letter, dumpsters are in back alley.

**NEW BUSINESS:**

Close of Park Place

On motion of Trustee Pulver, seconded by Trustee Butler and carried all voting Aye to approve the Park Use application for "Music In The Park"

Close Park Place pending Jason

On motion of Trustee Hoch, seconded by Trustee Butler and carried all voting Aye to approve the Park Use application for "Palettes of Keuka Art Auction"

Close Liberty Park, North side part of Shethar and Mechanic

On motion of Trustee Hoch, seconded by Trustee Kleckner and carried all voting Aye to table the Park Use application for "Hammondsport Festival of Crafts"

Close of Mechanic and Shethar pending Jason

On motion of Trustee Hoch, seconded by Trustee Kleckner and carried all voting Aye to approve the Park Use application for "Christmas In The Park"

Close part of Park Place and Shethar

On motion of Trustee Kleckner, seconded by Trustee Hoch and carried all voting Aye to approve the Park Use application for "Wings and Wheels in Hammondsport"

On motion of Trustee Kleckner, seconded by Trustee Butler and carried all voting Aye to approve the Park Use application for "Community Mandala Project"

Confirm route, may have to change

On motion of Trustee Pulver, seconded by Trustee Butler and carried all voting Aye to table the Parade Permit for the "Western NY Volunteer Fireman's Ass. 123<sup>rd</sup> Convention"

7-8pm, may have to change route

On motion of Trustee Pulver, seconded by Trustee Butler and carried all voting Aye to table the Parade for the "Annual Fireman's Parade"

Want to hang banner where firemen hang their banners

On motion of Trustee Hoch, seconded by Trustee Pulver and carried all voting Aye to approve the Hanging Banner application for "Lakeropoly"

Route OK

On motion of Trustee Kleckner, seconded by Trustee Hoch and carried all voting Aye to approve the Parade Permit for the "American Legion Post 407 Memorial Day Parade"

#### **CORRESPONDENCE:**

Rose In Bloom Restaurant Group

#### **PUBLIC COMMENTS:**

CRyan wants to be on Short Term Rental committee, had questions on minutes and calendar. Calendar is not being used on website. JRosenbloom wants a draft proposal on postcard. DOliver: Design Connect, address, plan for every planning to do, analyze. Think about \$500. Parking issues were discussed and Trustee Kleckner said the the code meeting will address that. ACarpenter asked to notify about residents Mechanic up. LManelis mentioned that people like tents. MBray wants to be on Short Term Rental committee. Survey-electronically?

#### **EXECUTIVE SESSION:**

Opened executive session

Discussion

On motion of Trustee Pulver, seconded by Trustee Butler, and carried, all voting Aye to adjourn the executive session.

On motion of Trustee Kleckner, seconded by Trustee Hoch, and carried, all voting Aye to adjourn the village board meeting at 7:45 p.m.

Respectfully Submitted,

Kent D. Durepo

Village of Hammondsport Planning Board Member

# Village of Hammondsport Police Department

## Monthly Report

March 2022

The following is a summary of activity by members of the Village of Hammondsport Police Department, for the month of March 2022.

Calls for service:	414
Arrest This Month	0
Total Arrests for 2022	0
Penal Law Investigations:	2
- Disorderly Conduct	1
- Drug Complaint	1
- Harassment	1
- Larceny	1
- Trespass	1
Village Code Investigations	1
Animal Complaints	2
Assist other Agency (Police, Fire, Ambulance, DPW)	9
Citizen Service	4
Civil Complaints	2
Community Events	4
Court Appearance	1
Escort	1
Follow-up Investigations:	49
Foot Patrol:	24
Found/Lost Property	1
Meetings	32
Parking Enforcement Details	13
Parking Tickets Issued	30

Village D.P.W. March 2022

Street	Water
Fixed lights in Pultney park	Pumphouse
Picked up Brush on vine St	Samples
Plowed and salted St and walks	Residuals
Picked up parts and paper from bath	Turbidity
Meeting about church house	UFPO's
Cleaned off catch basins	leak location
Cleaned back of shop	Ordered sample bottles
Updated S.D.S sheets	Meter Read
Washed and waxed trucks	Water turn off and on
Picked up decoration for beautification	Moved D.E.
Snow removal	Began training of Rick
Re-did benches at beach	Checked valve at hotel
Hard hat expo	Ran tank truck
Cleaned up loose black top and sand	
Changed tires and fenders on Back hoe	
Stained and painted picnic tables	
Trimmed trees	

### Consultations Held

I am continuing my required training via webinar, I take one class a month usually Friday all day, I will be taking this class until July.

I am planning vacation from May 13<sup>th</sup> – 23<sup>rd</sup>, I will have my personal phone in case the office needs me or the Village Board of Trustees.

I have spoken with the Owner Christine Powell and her brother in regard to alleged violations with the property and missing permits and the inground swimming pool. I will keep the Board informed. An application did come in for a variance for a fence through the address to separate carriage house and the main house. I told the owner the application was on hold until the code violations have been addressed.

I secured the permit for 33 Davis Ave. and the new garage.

114 Lake St. had the roof replaced with no permit; I asked the contractor to secure proper permit for the project.

There is a privately hired home inspector for one of the units under construction, hired by the buyer of that unit. I am meeting the project manager Friday to discuss some issues involving the construction of one unit. I will keep the Board informed.

49 Shethar St. would like to open a Bakery at this location, I inspected the location and gave the tenant a list of things to do; he is making the changes and I will inspect the location again for the Certificate of Compliance to operate.

47 Shethar St. is contemplating installing a new handicap lift to get to the second floor, I suggest they look into the rear steps that need repair or replacing.

70 Shethar St. is looking to remove the fountain and replace it with outdoor cooking area for customers eating outside, I am awaiting a site plan design and application.

I secured a webinar for information on short term rentals, illegal and those being operated without registering with the Village, I am doing more research and have more information for next month's meeting.

I am issuing a violation notice to 85 Shethar St for the debris around the exterior of the property, I will keep the Board informed.

I received a call for the property located at 15 Bauder Ave. the old school, they were interested in turning into commercial space, I have yet to hear anymore information on this property.

I have continued inspections at 4 Wheeler Ave. renovation project, all inspections secured at this time.

33 Davis Ave. has secured their permit to move forward with the building of the garage, variance approved by the ZBA.

I did contact the NYS DOT in regards to the owner of the marina and cleaning up shale from his parking area, he IS required to secure DOT permit from the State do conduct any work activity on West Lake Rd.

Thank you,  
Charles A. Cagle, CEO Village of Hammondsport

A handwritten signature in black ink, appearing to read 'C. Cagle', written in a cursive style.

April 12<sup>th</sup>, 2022

March Monthly Report

TO: Village Board

FROM: Christina Watson

1. Mailed NYS Dept. of Health Report
2. Preparation and Village Board Meeting
3. March Village meeting and minutes
4. Preparation for Zoning Board Meeting
5. Preparation for Planning Board Meeting
6. March Zoning meeting and minutes
7. March Planning meeting and minutes
8. Abstract #2
9. Payroll and paid board members
10. Emails/requests
11. Prepaid bills
12. Retirement monthly report-NYSLRS
13. Clerk's monthly report
14. Department of Labor monthly report-BLS
15. Helped Police Department
16. Public Hearing Ads
17. Job Openings and Labor Survey
18. In contact with Williamson Law
19. In contact with Complete Payroll
20. Banking
21. Discussed information with DPW
22. Zoom meetings
23. Met w/SCT for maintenance
24. Update website
25. Tax Searches
26. RPC's
27. Worked on Election 2022
28. Conducted Election 2022
29. Worked on Annual Financial Report
30. Bulletin boards postings
31. Received Taxes
32. Created Employee contracts
33. Sent out taxes
34. Accepted Taxes
35. New employees
36. Help wanted for DPW
37. Viewed possible property for new office
38. Created village board meeting mins. template
39. Worked with Code Officer
40. Processed applications and permits
41. Completed Emergency Wage Schedule
42. Election Day Webinar
43. US Census Payroll completed
44. Transferred reserves