

Village of Hammondsport
April 11, 2023
Regular Board Meeting Minutes

The Village of Hammondsport Board of Trustees held its regular monthly board meeting at 6:00pm on Tuesday, April 11, 2023 at the Village Office, 18 Water Street, Hammondsport, NY and via ZOOM teleconference.

PRESENT: Mayor Jean Jensen
Trustee Stella Pulver
Trustee Bob Kleckner
Trustee Leah Butler
Trustee Joshua Rosenbloom
Clerk-Treasurer Christina Watson
Police Chief Jason Dininny
Code Officer Chuck Cagle (z)

ABSENT: DPW Supervisor Christopher McConnell

OTHERS PRESENT: JVargo, CMetz, JuRosenbloom, LeNichiporuk, LNichiporuk, RLocey, KThompson, JThompson, DDurepo, LManelis, CHoch, JTaylor, RLeonard, Paul Watson(z) and GGrimsmann(z)

Mayor Jensen opened the Organizational Meeting at 6:01pm

ORGANIZATIONAL MEETING:

Mayor Jensen discussed appointments. On motion of Trustee Pulver, seconded by Trustee Rosenbloom, and carried, all voting Aye to accept the 2023-2024 Appointments.

Village of Hammondsport
Appointments 2023-2024

Village Attorney	William Reed
Clerk/Treasurer	Christina Watson
Deputy Clerk	TBD
Budget Officer	Christina Watson
Records Management Officer	Christina Watson
Official Newspaper	The Corning Leader
Depository	5 Star Bank, Community Bank, Chemung Canal Trust Co., NYCLASS
Deputy Mayor	Stella Pulver
Police Commissioner	Stella Pulver
Deputy Police Commissioner	Leah Butler
DPW Commissioner (Water/Street)	Robert Kleckner
Deputy DPW Commissioner (Water/Street)	Joshua Rosenbloom
Watershed Representative-KWIC/KLOC	Robert Kleckner (backup Chris McConnell)
Parks and Recreation Commissioner	Leah Butler
Deputy Parks and Recreation Commissioner	Joshua Rosenbloom
Watershed Inspector	Michael Hicks
Zoning and Code Enforcement	Charles Cagle
Historian	TBD
Planning Board 5-year term	Michael Hicks
Zoning Board of Appeals 5-year term	Linda Carl
Zoning Board of Appeals Alternate 5-year term	TBD
Emergency Disaster	Steuben County Office of Emergency Services
Health Officer (As Needed)	TBD
Fair Housing Officer	Kent Dave Durepo 08/09/22

Meeting Dates

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

Approval of Attendance at Meetings

Fall NYCOM Training School	Attendance - Clerk and Mayor
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Mayor Jensen adjourned the Organizational Meeting at 6:07pm.

Mayor Jensen opened the Regular Village Board Meeting at 6:08pm. Mayor Jensen added to the agenda to reflect the following:

- Parking request added under New Business
- Grape Street Children's Park added under New Business
- Status on Volunteer Law for Fire Fighters and Ambulance Workers under Old Business

On motion of Trustee Pulver, seconded by Trustee Kleckner, and carried, all voting Aye to accept the addition to the agenda.

PUBLIC HEARING: None

PRESENTATION: None

BUSINESS MEETING:

On motion of Trustee Kleckner, seconded by Trustee Pulver and carried, all voting Aye, to accept the March 14, 2023 minutes. On motion of Trustee Kleckner, seconded by Trustee Rosenbloom and carried, all voting Aye, that the Clerk-Treasurer is hereby authorized to pay General Fund Abstract #02, totaling \$16,515.16 claims #504-553 and is hereby authorized to pay the Water Fund Abstract #02, totaling \$504,871.56 claims #159-172.

DEPARTMENT REPORTS: SEE ATTACHMENTS

Police-All good, Mayor Jensen asked about Court date, RK asked about larceny, JD discussed both.

DPW-All good, discussed rain storm problems.

Parks-All good.

Code Enforcement-Mayor Jensen asked CC about diminished ltr/str phone calls. CC said he hasn't taken very many. CC-he is worried people will be trying to change garages into home living. CC discussed 74 Lake Street and CofO completed, hill and addition to planning, securing new survey, construction stopped on back room. RL-discussed her concerns and questions re: 74 Lake Street, RL read from her letters/notes, added photos, asked how the boards and code officer will work together. LN-discussed all concerns and assumptions, working with code officer, discussed how they offered to fix any and all damage. Mayor Jensen-Codes are being reviewed and discussed with planning, the codes drive the planning board. Response to RL's questions: 1. Legitimate concerns for planning board, 2. Cleaning up process, user-friendly and people generally want to do the right thing. 3. A good working relationship with the Code Officer. LN talked about the home. RL discussed setback and want a clear forward motion to fix problem. She states that she is not the one to enforce her thoughts on actions. Planning/Code Officer to do. RL asked who validates what should happen and it happening correctly? JR-process-hire engineer who knows codes. Code Officer then gives OK and follows. Clear and submitted and you feel that it is not happening correctly? Mayor Jensen-it is important to give the Village Board information but we don't make decisions that would be planning board. RK-we don't want this to happen and we want a new house to code, there has been only 1 other new construction in village in last 10 years. Codes are scattered and not easy for planning. What are we going to do, not sure how we can do anything and you should work with CC and keep us informed. List of complaints to both of us and get upset with Code Officer and not neighbor if not resolved in a month. RL-wants an engineering report. Mayor Jensen says again, need to go to planning board with concerns and questions.

Clerk-All good

COMMITTEE REPORTS:

Beautification Committee-None

Town of Urbana-None

KWIC/KLOC-None

Finance Report-Mayor Jensen/RK/TW discussed an audit

OLD BUSINESS:

- **Comprehensive Plan Update**-LB, add Shein Flyer to #1. Give to Carol Israel for Aging in Place. RK discussed #6, notes are on paper, Mayor Jensen discussed capital plan. Working with property owners of Curtiss School and will help with grant again-#19A. Keep zooming meetings-#17.
- **Capital Plan**-Mayor Jensen will update with new Bond. On motion of Trustee Butler, seconded by Trustee Pulver, and carried, all voting Aye to adopt Capital Plan.
- **Code Workshops**-TW to schedule, last week in April and 2 in May.

- **Wastewater Project Update**-Mayor Jensen discussed, Mechanic Street and timeline. Business owners will be contacted by construction company.
- **SRO Position**-Mayor Jensen discussed and would the village like to add another position in the village? LB thought the SRO position was approved prior. Mayor Jensen reviewed all prior minutes and they said, we were going to revisit it, no approval. RK-anything else happening? Mayor Jensen-no, just Town of Urbana, vote now or in May? Table SRO position until May meeting. Get service agreement and proposal and send to all early. JD talked to Super Bower/SRO if sick, no pay and no sub. RK explained the SRO position. If we own the SRO position and they retire, then we have to hire. On motion of Trustee Pulver, seconded by Trustee Rosenbloom, and carried, all voting Aye to table SRO position to May Village meeting
- **Status on Volunteer Law for Fire Fighters and Ambulance Workers**-TW sent to Bill Reed, had no response, email again.

PUBLIC COMMENTS: JD-asked to hire new parttime, asked if approved SRO position before Joe leaves Village, then it would be easier to transfer him to the SRO under Village than for him to retire and we rehire. GG-discussed new appointments, wants to send email to new Deputy DPW Commissioner of Water/Streets. Issues with problem areas at property/village road. SP-wants a positive statement at some point from GG, always negative. GG-reacting to village. Mayor Jensen asked if she should forward email? GG-yes, I want to be included like other village members.

NEW BUSINESS:

- **Clean Transportation Workshop**-discussed and email Brian Toy, suggest Town of Urbana or Fire Hall, present on May 9th at Village Board meeting and place on agenda as old business.
- **Liquor License**-Owners discussed plan. On motion of Trustee Pulver, seconded by Trustee Kleckner and carried all voting Aye to approve the waiver for the Village Tavern liquor license.
- **Legal Representation**-Hire a lawyer for the Planning and Zoning Boards specifically. On motion of Trustee Kleckner, seconded by Trustee Pulver and carried all voting Aye to approve the exploration of legal representation.
- On motion of Trustee Butler, seconded by Trustee Kleckner and carried all voting Aye to approve the Park Use application for the "Yoga in the Park"
- On motion of Trustee Butler, seconded by Trustee Pulver and carried all voting Aye to approve the renewal of the Dundee Observer"
- On motion of Trustee Butler, seconded by Trustee Kleckner and carried all voting Aye to approve the parking request.
- **Grape Street Letter**-SP discussed park, CH explained, LB-stated the cost of fence (DPW), front gate broke (DPW). CH discussed what was happening. Mayor Jensen would like to have RK/SP/JD & CM to see what could be done , suggestions on lights and cameras. RK-committee on Grape Street Park revamp. JD-stated, please call if we can help at any time, we can have presence over there. CH-Officer Mullen did take care of business.

CORRESPONDENCE: Place food pantry information on the next newsletter and send on Village List email. RK is working on Facebook page for the Village.

PUBLIC COMMENTS AND QUESTIONS: DD requested a letter of support for the Rails to Trails in reference to the Champagne Trail. DD will let us know of the meeting dates. Letter may go to Saratoga.

EXECUTIVE SESSION: None

On motion of Trustee Pulver, seconded by Mayor Jensen, and carried, all voting Aye to adjourn the village board meeting at 8:06 p.m.

Respectfully Submitted,

Christina Watson
Village of Hammondsport Clerk-Treasurer

Village of Hammondsport Police Department

Monthly Report

March 2023

The following is a summary of activity by members of the Village of Hammondsport Police Department, for the month of March 2023.

Calls for service:	382
Arrest This Month	0
Total Arrests for 2023	0
Penal Law Investigations:	
- Disorderly Conduct	1
- Larceny	3
Navigation Law	1
Village Code Investigations	0
Assist other Agency (Police, Fire, Ambulance, DPW)	10
Check the welfare	1
Citizen Service	4
DWI / DWAI / High Visibility Engagement Campaign	3
Follow-up Investigations:	43
Foot Patrol:	18
Meetings	13
Parking Enforcement Details	7
Parking Tickets Issued	9
Property Checks:	68
Property Found / Lost	2
School Zone Patrols:	19
Suspicious Condition	2
Traffic Accident	1

Traffic Detail	61
Traffic Stops	24
Traffic Tickets Issued	10
Trainings	2
Total Police Shift Coverage	35
Total Hours Worked	243.25
Urbana Court Security	2
Use of Force Incidents	0
Personnel Complaints	0
Fuel gallons dispensed:	108.7
Miles traveled Dodge Ram	584

DPW report for March 2023

Street	Water
Cleaned of catch basins	Pumphouse
Cleaned out catch basins	Samples
Worked on Sheather st project	Turbidity
Picked up broken trees	Residuals
Cleaned out sweeper	UFPO
Plowed and salted st and walks	Bid opening for bond
Shop work	Monthly report
Meeting with DOT about chips money	Painted at pumphouse
Meeting with DOT about 54A project	Moved DE
Took down tree on Sheather	Read meter
Meeting with county soil and water	Leak repair on 76
Pushed up sand in barn.	Repaired leak in pumphouse
Hauled road gravel	Refilled hole on 76
Checked Liberty and Mill for drainage	Meeting with Core and Main
Picked up voting things	Helped P.V. with leak
Cold patched	removed hydrant
Took down tree in Liberty park	Replaced sign at hydrant at HFD
Checked Sheather for room for benches	Kwik and Kloc meeting
Cleaned out ditch on 76	Changed filter
Built a planter at Champlin Beach	Cleaned filter
Hard hat expo	Pumped pit at pumphouse
Cleaned up out back of shop	Zoom meeting for grants
Top soiled where needed	#1 filter pump bad
Pulled sander and cleaned	

I would like to bring up to the board that the state is going to cover the extra cost of the 54A watermain project. They deemed this a problem that could exist in the future so it would be in their interest to have it taken care of while they are doing the other project. So I would like to say thank you to them.

Also with the sewer project starting later than expected the Street reconstruction of Sheather will not be able to happen till next year. This may work in our favor because now we might be able to pit a little more money towards it.

This did not happen in March but I believe it needs to be addressed in this meeting. We had a major Rain event on Wednesday night April 5th. With this storm came much damage. Some of the things the Village had to do and is still working on are as follows. We had several Intersections that had significant dirt and sand washed across them. Lake and Church, Lake and Bauder, Pultney and Reservoir hill, Main St and Pultney, Main St and sheather, and Pultney and Mechanic. There was a very large wash on Pultney St and Stephanie Taylor which washed 2.5 feet of dirt and mud across the intersection. We had to go onto a property on pultney St and clean a culvert out because it was plugged and washing down the driveway and across 76. This was in turn washing the bank down onto St Rt 54A. There was extensive damage to the marina. We also have 2 Ditches on Reservoir Hill that will need to be addressed and fixed this week. We tried fixing the driveway on the Pultney St as best we could. There was a state culvert above the water treatment plant that plugged and washed down the driveway causing a river about 6 inches deep to run along the pumphouse. I unplugged the culvert for the state to stop the damage from happening to the plant

Thank you

Chris

April 11th, 2023

March Monthly Report

TO: Village Board

FROM: Christina Watson

1. Mailed NYS Dept. of Health Report
2. Preparation for Village Board Meeting
3. Village meeting and minutes
4. Preparation for Planning Board Meeting
5. Submitted SEQR's and public hearings
6. Planning meeting and minutes
7. Abstract #2
8. Payroll and paid board members
9. Emails/requests
10. Prepaid bills
11. Retirement monthly report-NYSLRS
12. Enhanced monthly reporting meetings with NYSLRS and Complete Payroll
13. Clerk's monthly report
14. Department of Labor monthly report-BLS
15. Assisted Police Department
16. In contact with Complete Payroll
17. Banking
18. Discussed information with DPW
19. Zoom meetings
20. Update website
21. Tax Searches
22. Bulletin board postings
23. Worked with Code Officer
24. Processed applications and permits
25. Completed Bond bid with BPD for 54A Watermain
26. Completed water billing and mailing
27. Worked with SCT
28. Advertised and completed interviews for Deputy Clerk
29. Code Review Workshop and preparation
30. Edited codes
31. Prepared and completed 2023 Election
32. Prepared 2023 taxes and mailing
33. Accepted tax payments
34. Accepted water bill payments
35. Ordered supplies
36. Prepared PERMA (*Public Employer Risk Management Association, Inc*) payroll submission-3 hrs.
37. Meeting with Historic Preservation Group
38. Prepared for Historic Preservation public meeting
39. Changed payroll over to 2023 rates
40. Sent emails to Village List
41. Closed January abstract
42. Budget Journal entries
43. Completed 2023 Steuben County Payroll Certification-1 hr.
44. Completed RPC
45. Completed payments for Deferred Comp.
46. EPA Region 2 NYSEFC Webinar

Code Enforcement Officer, Village of Hammondsport, NY Date: 04/11/2023
Monthly Report of Work performed March 2023

Consultations Held

I have completed my mandatory In-Service Training for code enforcement.

This office received one complaint for 74 Lake St. and the bank behind the house and the addition to the rear of the house, A temporary Certificate of Occupancy has been issued for the house only, and there is no work activity to continue to the addition to the rear of the house, until Planning Board approves the design change and the bank behind the house. This office has NOT secured the final inspection for the construction project, all inspections are in place at this time.

4 Myrtle has secured the permit to start the building project.

40 Lake St is ready for occupancy, this office has secured all inspection to the building project and the Fire and Safety inspection.

The Hammondsport School has yet to submit the permit to install the 6' chain link fence on Main St.

Catherine Powel did receive the Certificate of Compliance for the house and the carriage house. The permit for the new deck and stairs has been paid for and permit will be dropped off on site.

Calls for ABNB, STR and LTR, has diminished slightly, I am sure there are some out there that have not been permitted special use permits.

I am sending out notices for Fire and Safety inspections for all businesses within the Village, I will keep the Board informed. There will be fees attached to these inspections.

I am now Certified to conduct and secure septic inspections within Steuben County,

I will be meeting with the Town in regards to the renovation work for the bathrooms at the Depot Building.

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



VILLAGE OF HAMMONDSPORT - GENERAL FUND

BALANCE SHEET

February 2023

ASSETS

A200	CASH - CHECKING	769,497.75
A201	CASH - MBIA - CLASS	0.00
A201MM	CASH - MONEY MARKET	0.00
A202	CASH - CD'S	0.00
A210	PETTY CASH	50.00
A231E	SPECIAL RESERVE - MM - HIGHWAY EQUIPMENT	79,877.10
A231I	SPECIAL RESERVE - MM - INDUSTRIAL ACCESS	-3.71
A231P	SPECIAL RESERVE - MM - POLICE	70.26
A231R	INTEREST & EARNINGS-RESERVE	59.10
A231S	SPECIAL RESERVE - MM - ST RECONSTRC	329,277.32
A232	SPECIAL RESERVE - Employee Liability	4,655.58
A250	TAXES RECEIVABLE - CURRENT	34,274.29
A260	TAXES RECEIVABLE - OVERDUE	0.00
A342	UNRECEIVABLE TAXES	0.00
A380	ACCOUNTS RECEIVABLE	0.00
A391	DUE FROM OTHER FUNDS	0.00
A480	Prepaid Expense	0.00
	TOTAL	1,217,757.69

LIABILITIES AND FUND BALANCE

A600	ACCOUNTS PAYABLE	31,316.45
A601	ACCRUED LIABILITIES	0.00
A630	DUE TO OTHER FUNDS	0.00
A690	OVERPAYMENTS AND CLEARING ACCOUNT	1,000.00
A694	DEFERRED TAX REVENUE	0.00
	TOTAL	32,316.45
	UNEXPENDED FUND BALANCE	1,185,441.24
	TOTAL LIABILITIES & FUND BALANCE	1,217,757.69

VILLAGE OF HAMMONDSPORT - WATER FUND

BALANCE SHEET

February 2023

ASSETS

F200	CASH - CHECKING	334,103.94
F201	CASH - MBIA - CLASS	0.04
F201MM	CASH - MONEY MARKET	0.00
F202	CASH CD	0.00
F231	SPECIAL RESERVES - SAVINGS (WATER IMP)	91,159.40
F350	WATER RENTS RECEIVABLE	33,484.55
F380	ACCOUNTS RECEIVABLE-SERVICE BILLS	0.03
F383	UNBILLED RECEIVABLES	0.00
F391	DUE FROM OTHER FUNDS	0.00
F480	Prepaid Expense	0.00
	TOTAL	458,747.96

LIABILITIES AND FUND BALANCE

F600	ACCOUNTS PAYABLE	18.26
F601	ACCRUED LIABILITIES	0.13
F630	DUE TO OTHER FUNDS	0.00
	TOTAL	18.39
	UNEXPENDED FUND BALANCE	458,729.57
	TOTAL LIABILITIES & FUND BALANCE	458,747.96