

Village of Hammondsport
June 13, 2023
Regular Board Meeting Minutes

The Village of Hammondsport Board of Trustees held its regular monthly board meeting at 6:00pm on Tuesday, June 13, 2023 at the Village Office, 18 Water Street, Hammondsport, NY and via ZOOM teleconference.

PRESENT: Mayor Jean Jensen (z)
Trustee Bob Kleckner
Trustee Leah Butler
Trustee Joshua Rosenbloom
Clerk-Treasurer Christina Watson
DPW Supervisor Christopher McConnell
Police Chief Jason Dininny

ABSENT: Code Officer Chuck Cagle & Trustee Stella Pulver

OTHERS PRESENT: CKleckner, CRyan, RLeonard, ACarpenter & JSanderl(z)

On motion of Trustee Rosenbloom, seconded by Trustee Butler and carried, all voting Yea, to have Trustee Kleckner lead the meeting. Trustee Kleckner opened the meeting at 6:05pm. Trustee Kleckner amended the agenda to include the following:

Add Police part-time discussion of new hires under Department Reports

BUSINESS MEETING:

On motion of Trustee Butler, seconded by Trustee Rosenbloom and carried, all voting Yea, to accept the May 9, 2023 minutes. On motion of Trustee Butler, seconded by Trustee Rosenbloom and carried, all voting Yea, that the Clerk-Treasurer is hereby authorized to pay General Fund Abstract #04, totaling \$56,169.49 claims #043-083 and on motion of Trustee Rosenbloom, seconded by Trustee Butler and carried, all voting Yea, that the Clerk-Treasurer is hereby authorized to pay the Water Fund Abstract #04, totaling \$20,189.09 claims #014-025.

DEPARTMENT REPORTS: SEE ATTACHMENTS

Police-LB/JR had a couple questions. JD talked about the part-time candidates & what he wants to do moving forward. Training, staggered start, etc. Recommended part-time, Alexandra. LB-wants to bring both on sooner than later. RK-if we don't hire now, may lose them. LB-suggests hire now and start later. JR-are they both qualified, JD-both hold other police jobs. Mayor Jensen states can't hire or approve a new hire without an appointment. RK-get offer out and appoint next meeting. Mayor Jensen wants to see where the money is coming from and paperwork and then can appoint next meeting. JD-yes. On motion of Trustee Butler, seconded by Trustee Rosenbloom and carried, all voting Yea, to have JD make an offer to ARoselle and EMartinez. JD then spoke of the tractor trailer parking on Main Street, discussed Chapter 115-16B & 122 but the truck is parking legally. JR suggested to talk about it at the next Code Workshop. JD talked about bridge closure; temporary "no parking" signs up. Mayor Jensen said, no need for a motion. Your jurisdiction

DPW-CM-micro-paving starts soon, weather permitting-will notify property owners. Talked about other engineering group for Shethar St. reconstruction. Checking on amounts, which don't seem correct.

Parks-LB-talked about Grape St. Park, nothing else. Asked CM about sign at park. Changes will be made by JR & LB to the sign.

Code Enforcement-RK-disappointed about 74 Lake St. which took up too many meetings. LB-FOIL and commented on how much can be requested. Mayor Jensen-talked about 74 Lake Street, TW-discussed Planning Board & 74 Lake Street.

Clerk-Good

COMMITTEE REPORTS:

Beautification Committee-None

Town of Urbana-None, RK-read the next agenda, JR volunteered to attend the meetings with report back

KWIC/KLOC-None, RK-discussed email, heads up on STR and a Watershed group to possibly be formed.

Finance Report-TW discussed.

OLD BUSINESS:

On motion of Trustee Butler, seconded by Trustee Rosenbloom, and carried all voting Yea to approve Mayor Jensen to sign the legal contract with Calvin Weaver.

PUBLIC COMMENTS: None

NEW BUSINESS:

- On motion of Trustee Rosenbloom, seconded by Trustee Butler and carried all voting Yea, to approve the Park Use application for "Wings & Wheels".
- On motion of Trustee Rosenbloom, seconded by Trustee Butler and carried all voting Yea, to approve the Hanging Banner application for "Wings & Wheels"
- On motion of Trustee Butler, seconded by Trustee Rosenbloom and carried all voting Yea, to approve the Parade Permit application for the "HFD 4th of July Parade"
- On motion of Trustee Rosenbloom, seconded by Trustee Butler and carried all voting Yea, to approve the Hanging Banner application for "Keuka Lake Art Show 2023"
- On motion of Trustee Rosenbloom, seconded by Trustee Butler and carried all voting Yea, to approve the Hanging Banner application for "Keuka Lake Art Show 2024"
- Tabled the scheduling of the Code Workshops, next meeting is 06/27/23 at 10:00am
- Tabled Roth IRA discussion
- On motion of Trustee Butler, seconded by Trustee Rosenbloom and carried all voting Yea, to approve the sponsorship of the "Palettes of Keuka"
- Discussed appointment of Chris Ryan to the Planning Board as an Alternate. RK-feels not a good fit, CR asked why he wouldn't be a good fit. LB-thought CR would be a good fit. After discussion the appointment was tabled until next meeting.
- The Trustees reviewed the Commercial/Liability Insurance Renewal.

CORRESPONDENCE: NY Rural Water letter read by Trustees; CM explained.

EXECUTIVE SESSION: None

PUBLIC COMMENTS AND QUESTIONS: AC-please bring the Volunteer Firemen & Ambulance law back for a vote. Talked about members of a Board. CM-announced Chief William Fries will be honored as NYS Volunteer Chief of the Year.

On motion of Trustee Butler, seconded by Trustee Rosenbloom, and carried, all voting Yea to adjourn the village board meeting at 7:11 p.m.

Respectfully Submitted,

Christina Watson
Village of Hammondsport Clerk-Treasurer

Village of Hammondspport Police Department

Monthly Report

May 2023

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

Calls for service:	367
Arrest This Month	0
Total Arrests for 2023	0
Penal Law Investigations:	4
- Criminal Mischief	2
- Harassment	1
- Larceny	1
Navigation Law	1
Village Code Investigations	1
Animal Complaint	1
Assist other Agency (Police, Fire, Ambulance, DPW)	9
Citizen Service	2
Community Events	3
DWI / DWAI / High Visibility Engagement Campaign	4
Follow-up Investigations:	20
Foot Patrol:	24
Hazardous Condition	1
Meetings	15
Mental Heath Investigation	4
Motor Vehicle Accident Investigation	1
Parking Enforcement Details	2
Parking Tickets Issued	1
Property Checks:	82

Property Found / Lost	3
School Zone Patrols:	15
Suspicious Condition	1
Traffic Complaint	4
Traffic Detail	43
Traffic Stops	20
Traffic Tickets Issued	8
Trainings	2
Total Police Shift Coverage	34
Urbana Court Security	2
Urbana Follow-up Investigations:	17
Use of Force Incidents	0
Personnel Complaints	0
Fuel gallons dispensed:	90.5
Miles traveled Dodge Ram	582

Village of Hammondspport Police Department

Town of Urbana

Monthly Report

May 2023

The following is a summary of activity by members of the Village of Hammondspport Police Department, for the month of May 2023 in the Town of Urbana.

Calls for service:	79
Arrest This Month	0
Total Arrests for 2023	0
Penal Law Investigations:	3
- Criminal Mischief	2
- Larceny	1
Assist other Agency (Police, Fire, Ambulance, DPW)	3
Court Details	4
DWI / DWAI Detail	1
Follow-up Investigations:	
Foot Patrol:	2
Found / Lost Property	1
Meetings	2
Mental Health Complaint Investigation	1
Property Checks:	37
Traffic Detail	1
Town of Urbana Area Patrols	4
Town of Urbana Court Details	4
Total Police Officer Hours Worked	35 hours 19 minutes
Use of Force Incidents	0
Personnel Complaints	0

D.P.W. report for May 2023

Street

Brush pick up

Picked up mulch

Mulched parks

Repaired stop sign on Shethar

Cleaned out culvert on main

Swept streets

Got parts for and repaired sander

Sanded and repainted body on 1 ton

Cleaned sweeper

Mowed and weedeated several times

Cleaned up loose blacktop on streets

Meeting on Reservoir Hill

Meeting with Kolo

Black topped patch on 76

Patched Streets

Milled and blacktopped

Picked up Tak coat

Opened beach

Replaced sewer pump at beach

Painted planter in cemetery

Weed killed along fence in cemetery

Took materials from band stand to dump

Weed eated bottom of Liberty street and

Mercury lot

Cleaned up after storm

Cleaned up Cemetery for Memorial Day

Water

Pumphouse

Samples

Turbidity

Residuals

UFPO's

Checked water line at Curtiss Mueum

Picked up sample bottles

Helped town get water for a project

Meeting with Hunt

STNYWWOC meeting

Mowed reservoirs and pumphouse

Moved DE

Read meters

Worked with Tina on billing

Water turn ons

Crack Filled with Suit Coat

Cut back Roadsides

Fixed Driveway at Beach

Consultations Held

I have the FOIL request information together for 74 Lake St. and will be forwarding it to the Village Clerk.

40 Lake St. will be adding a small deck to the rear of the house, no permit required it is under the required size of 144 sq. ft. to need permitting.

12 Orchard St. has received the building permit for the renovation to the existing garage, for living space.

I met with the owner of 10 Church St. Deb Lynch in regard to putting a 10'x10' porch on the south west corner no taller than 12in" off the ground. We did discuss setback from front and side and it will fall within those parameters of the Zoning Regulations. No obstructions do be concerned about on the corner for visibility.

Permits keep coming in and being forwarded to me, any needing concept review continue to go to the Planning Board for discussion.

Three Condo units received extensive damage; I have spoken with the owner of the building to get a plan together to repair the damage. The sprinkler system worked as it should have or it would have been total loss. I will keep the Board informed of the process.

I left a business card with Luca Italian Bistro to schedule fire and safety inspection required before opening. I will keep the Board informed.

The permit for the new dock at 7A Lake St. for the new house being built soon.

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



June 13th, 2023
May 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. Preparation for ZBA Meeting
8. ZBA meeting and minutes
9. Abstract #4
10. Payroll and paid board members
11. Emails/requests
12. Prepaid bills
13. Assisted in Retirement monthly reporting-NYSLRS
14. Clerk's monthly report
15. Department of Labor monthly report-BLS
16. Assisted Police Department
17. In contact with Complete Payroll
18. Banking
19. Posted Deputy Clerk position
20. Conducted an interview for Deputy Clerk position
21. Discussed information with DPW
22. Zoom meetings
23. Update website
24. Tax Searches
25. Bulletin board postings
26. Processed applications and permits
27. Setup Steuben County presentation for Clean Air
28. Worked on newsletter
29. Completed Budget Journal entries
30. Closed 2022-2023 Budget Year
31. Mailed wastewater letters to business owners
32. Closed March abstract
33. Closed April abstract
34. Attended the Steuben County Officials Conference on Emergency Services
35. General journal entries for T&A Fund into WLaw
36. Updated payroll certification for Steuben County
37. Worked on AUD for 2 hours, preparation for CPA
38. Zoom meeting with Mike Brown on Clean Energy & uploaded documents
39. Ordered Champlin phone turn on
40. Transferred NYCLASS Reserve money to general fund to pay a bill
41. Worked on water billing
42. Reconciliations for Board
43. Scheduled Code Review Workshop and preparation
44. Edited codes
45. Code Workshop
46. Accepted tax payments
47. Accepted water bill payments
48. Sent emails to Village List
49. Completed payments for Deferred Comp.
50. Historic Preservation Public Meeting
51. Completed submission for ARC grant (bandstand)
52. Worked on landfill application

2023 Reconciliation

Reconciled as of March 31, 2023

<u>General Fund</u>		<u>Trust & Agency Fund</u>		<u>Reserve Fund</u>	
Statement Beginning Balance:	\$782,117.48	Statement Beginning Balance:	\$7,635.57	Statement Beginning Balance:	\$587,117.68
Deposits:		Deposits:		Deposits:	
Checks/Cash	\$347,472.91	Checks/Cash	\$0.00	Checks/Cash	\$0.00
EFT	\$13.29	EFT	\$32,195.55	EFT	\$0.00
Interest	\$53.94	Interest	\$0.21	Interest	\$42.47
TOTAL Deposits:	\$347,540.14	TOTAL Deposits:	\$32,195.76	TOTAL Deposits:	\$42.47
Withdrawals:		Withdrawals:		Withdrawals:	
Checks	\$47,664.25	Checks	\$4,406.54	Checks	\$0.00
EFT	\$20,277.36	EFT	\$26,011.82	EFT	\$0.00
TOTAL Withdrawals:	\$67,941.61	TOTAL Withdrawals:	\$30,418.36	TOTAL Withdrawals:	\$0.00
Statement Ending Balance:	\$1,061,716.01	Statement Ending Balance:	\$9,412.97	Statement Ending Balance:	\$587,160.15
Outstanding Checks:		Outstanding Checks:	\$0.00	Outstanding Checks:	\$0.00
Balance:	\$1,061,716.01	Balance:	\$9,412.97	Balance:	\$587,160.15

<u>Water Fund</u>		<u>Wastewater Fund</u>	
Statement Beginning Balance:	\$335,153.38	Statement Beginning Balance:	\$40,643.95
Deposits:		Deposits:	
Checks/Cash	\$84,321.13	Checks/Cash	\$1,443.75
EFT	\$500,580.00	EFT	\$13,596.78
Interest	\$32.91	Interest	\$1.85
TOTAL Deposits:	\$584,934.04	TOTAL Deposits:	\$15,042.38
Withdrawals:		Withdrawals:	
Checks	\$7,315.48	Checks	\$5,230.63
EFT	\$13,689.24	EFT	\$0.00
TOTAL Withdrawals:	\$21,004.72	TOTAL Withdrawals:	\$5,230.63
Statement Ending Balance:	\$899,082.70	Statement Ending Balance:	\$50,455.70
Outstanding Checks:		Outstanding Checks:	\$0.00
Balance:	\$899,082.70	Balance:	\$50,455.70

2023 Reconciliation

Reconciled as of April 30, 2023

General Fund

Statement Beginning Balance:	\$1,061,716.01	Statement Beginning Balance:	\$9,412.97	Statement Beginning Balance:	\$587,160.15
Deposits:					
Checks/Cash	\$49,607.32	Checks/Cash	\$0.00	Checks/Cash	\$0.00
EFT	\$111,836.55	EFT	\$32,088.26	EFT	\$2,395.00
Interest	\$83.57	Interest	\$0.21	Interest	\$8.86
TOTAL Deposits:	\$161,527.44	TOTAL Deposits:	\$32,088.47	TOTAL Deposits:	\$2,403.86

Trust & Agency Fund

Reserve Fund

Statement Beginning Balance:	\$19,966.02	Statement Beginning Balance:	\$4,311.42	Statement Beginning Balance:	\$587,055.15
Deposits:					
Checks/Cash	\$24,020.94	Checks/Cash	\$27,659.73	Checks/Cash	\$587,055.15
EFT	\$43,986.96	EFT	\$31,971.15	EFT	\$2,508.86
Interest	\$1,179,256.49	Interest	\$9,530.29	Interest	\$0.00
TOTAL Deposits:	\$1,176,379.89	TOTAL Deposits:	\$9,260.29	TOTAL Deposits:	\$2,508.86
Withdrawals:					
Checks	\$19,966.02	Checks	\$4,311.42	Checks	\$587,055.15
EFT	\$24,020.94	EFT	\$27,659.73	EFT	\$2,508.86
Interest	\$1,179,256.49	Interest	\$9,530.29	Interest	\$0.00
TOTAL Withdrawals:	\$1,176,379.89	TOTAL Withdrawals:	\$9,260.29	TOTAL Withdrawals:	\$2,508.86
Statement Ending Balance:	\$1,179,256.49	Statement Ending Balance:	\$9,530.29	Statement Ending Balance:	\$2,508.86
Ongoing Checks:	\$2,876.60	Ongoing Checks:	\$270.00	Ongoing Checks:	\$0.00
Balance:	\$1,176,379.89	Balance:	\$9,260.29	Balance:	\$2,508.86

Water Fund

Wastewater Fund

Statement Beginning Balance:	\$899,082.70	Statement Beginning Balance:	\$50,455.70	Statement Beginning Balance:	\$50,455.70
Deposits:					
Checks/Cash	\$36,435.15	Checks/Cash	\$0.00	Checks/Cash	\$0.00
EFT	\$0.00	EFT	\$0.00	EFT	\$0.00
Interest	\$22.65	Interest	\$1.50	Interest	\$1.50
TOTAL Deposits:	\$36,457.80	TOTAL Deposits:	\$1.50	TOTAL Deposits:	\$1.50
Withdrawals:					
Checks	\$504,903.97	Checks	\$918.75	Checks	\$918.75
EFT	\$10,911.16	EFT	\$0.00	EFT	\$0.00
Interest	\$515,815.13	Interest	\$918.75	Interest	\$918.75
TOTAL Withdrawals:	\$419,725.37	TOTAL Withdrawals:	\$49,538.45	TOTAL Withdrawals:	\$49,538.45
Statement Ending Balance:	\$2,672.10	Statement Ending Balance:	\$0.00	Statement Ending Balance:	\$0.00
Ongoing Checks:	\$417,053.27	Ongoing Checks:	\$49,538.45	Ongoing Checks:	\$49,538.45
Balance:	\$417,053.27	Balance:	\$49,538.45	Balance:	\$49,538.45