

Village of Hammondsport
April 9, 2024
Organizational Meeting Minutes

The Village of Hammondsport Board of Trustees held its regular monthly board meeting and public hearing at 6:00pm on Tuesday, April 9, 2024 at the Village Office, 18 Water Street, Hammondsport, NY and via ZOOM teleconference.

PRESENT: Mayor Jean Jensen
Trustee Stella Pulver
Trustee Deborah Lynch
Trustee Leah Butler
Trustee Joshua Rosenbloom
Clerk-Treasurer Christina Watson
DPW Supervisor Christopher McConnell

ABSENT: Police Chief Jason Dininny and Code Officer Chuck Cagle

OTHERS PRESENT: DDurepo, ACarpenter, RLeonard, DBrown and GMeeks

Mayor Jensen opened the organizational meeting with the pledge to the flag at 6:00pm. Mayor Jensen discussed Attorney appt. and read all appointments, meeting dates and attendance to meetings. On motion of Trustee Pulver, seconded by Trustee Rosenbloom and carried, all voting Yea, to approve the organizational appointments. Mayor Jensen opened the regular board meeting at 6:07pm.

Village of Hammondsport
Appointments 2024-2025

Village Attorney	William Reed
Deputy Clerk	Susan Jackson
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)	Joshua Rosenbloom
Deputy DPW Commissioner (Water/Street)	Deborah Lynch
Watershed Representative-KWIC/KLOC	Deborah Lynch
Watershed Representative-KWIC/KLOC Alternate	Joshua Rosenbloom
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 4-year term	David Kosan
Planning Board 5-year term	Rick DeSalvo
Zoning Board of Appeals 5-year term	Michael Dillon
Planning Board Alternate 5-year term	TBD
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	Jean Jensen

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 Wednesday of each month as needed

Approval of Attendance at Meetings

Fall NYCOM Training School	Attendance – Clerk, Mayor and TBD
Fall NYCOM DPW Conference	DPW Supervisor
Southern Ties Water Works Operators Conference	DPW Supervisors & Laborers
Finger Lakes Water Works Operators Conference	DPW Supervisors & Laborers

Village of Hammondsport

April 9, 2024

Regular Board Meeting Minutes

PUBLIC HEARING: None

PRESENTATION: None

BUSINESS MEETING:

- On motion of Trustee Lynch, seconded by Trustee Pulver and carried, all voting Yea, to approve the March 12, 2024 regular meeting minutes.
- On motion of Trustee Pulver, seconded by Trustee Lynch and carried, all voting Yea, as Clerk-Treasurer is hereby authorized to pay Abstract #2 General Fund \$12,365.26 claims #005-037 and Abstract #2 Water Fund \$6,322.53 claims #002-012.

DEPARTMENT REPORTS: SEE ATTACHMENTS

Code-Good, LButler asked about 74 Lake Street

Police-LButler had question on burglary & child abuse case. Looked at highway safety investigation. On motion of Trustee Lynch, seconded by Trustee Rosenbloom and carried, all voting Yea, to approve the recommendations from the State to change the street area that was reviewed and discussed for safety.

DPW-CMcConnell discussed the lead/copper inventory

Parks-Discussed picnic table and removing the black top at grape Street Park, LButler. Mayor Jensen discussed ordering now, CMcConnell said yes. CMcConnell recommends the metal picnic table. LButler commented on the Eclipse gathering.

Clerk-Good, talked on Civicplus website

COMMITTEE REPORTS:

Beautification Committee-None-SPulver

Town of Urbana-JRosenbloom-Grant information

KWIC/KLOC-JRosenbloom-asked about Zone 1, next meeting May 20 @ Urbana

Finance Report-Good

OLD BUSINESS:

Rectory Update

- Reviewed lease
 - Questions on what time to time meant in definitions
 - 3.2 remember term of 90 days before end of lease in 1 yr.
 - 4.1 May 15 or June 1
 - Walk thru with Jack to look over house again

- 5.1 utilities in our name
- 6.1 taxes don't apply-change wording
- Dehumidifier, talk to Keuka Insurance, Code occupancy, buy new bulletin board
- 31.1 change to add signage
- 33.1(b) our disposal of prescriptions
- Mayor Jensen to contact Diocese with changes and add a final walk thru

PUBLIC COMMENTS:

- CMcConnell asked the board if they are actively pursuing a place where we don't have to rent
- Mayor Jensen said, yes
- JRosenbloom brought up the Chamber for us
- LButler 2 properties for sale in village
- Mayor Jensen discussed the Chamber and how much traffic
- ACarpenter stated that the ZBA meetings are the same as the school's board meetings
- ACarpenter asked about the retaining wall timeframe
- ACarpenter suggested "Ramp Guys" to do ramp
- ACarpenter asked about the term of office-if concerned with Mayor/Board, OK with Clerk-Treasurer change of term, would like a ballot proposal
- RLeonard agrees with ACarpenter on the terms
- RLeonard wasn't sure if a allot was necessary but agrees now
- RLeonard suggested a plan put together for the Grape Street Park, ask Meade/Taylor Foundation for money
- LButler wants to write out a plan
- Mayor Jensen states to submit it for the capital plan
- JRosenbloom it is ultimately green space
- ACarpenter maybe we can rent a piece of the proposed visitor center from Town at Champlin Beach

NEW BUSINESS:

- Discussed the Mayor/Trustee term office-discuss at May meeting, CWatson to find out information on a Special Election
- On motion of Trustee Butler, seconded by Trustee Pulver and carried all voting Yea, to approve the resolution to change the Term of Office for the appointed Clerk-Treasurer to a 4-year term commencing on January 1, 2025, as the first term of the Clerk-Treasurer expires at the end of the term of office of the mayor then in office
- On motion of Trustee Pulver, seconded by Trustee Rosenbloom and carried all voting Yea, to approve the Park Permit for the "Wings and Wheels"
- On motion of Trustee Lynch, seconded by Trustee Pulver and carried all voting Yea, to approve the Banner Application for the "Wings and Wheels"
- Reviewed the 2022/2023 Annual Financial Report that was submitted to NYS
- Discussed Cardinal recycling and the money and where it goes to, LButler shared info. on recycling document to community
- Discussed short term rental CAP, at the moment we are at 10.5% at the moment of str's, CAP is currently set at 12%, we can have 7 more until CAP is reached, Mayor Jensen said CCagle approved letters to go out to inquire about the str's and ltr's
- On motion of Trustee Pulver, seconded by Trustee Butler and carried all voting Yea, to approve the CAP of 12% for short term rentals for 2024/2025 fiscal year
- Shethar Street bid was discussed, CMcConnell discussed the money and what money we have currently, probably need to bond \$500,000.00
- CMcConnell's opinion is to complete all and to bond remainder with reimbursements from CHIPS which may be able to pay bond. CMcConnell will talk to Dawn who takes care of the CHIPS money
- Comment of "streets are a priority"
- CMcConnell talked about the inspector for the Shethar Street reconstruction. It was not in the contract and we need one.
- Mayor Jensen asked about time span of an inspector
- NYSEG is getting closer to preparing the electric

- On motion of Mayor Jensen, seconded by Trustee Pulver and carried all voting Yea, to approve the Shethar Street Construction Company AS "Wenzel LLC" for \$1,461,701.50 including alternate 1 (Mechanic St.)
- Comprehensive Plan discussion
- Mayor Jensen asked if we should hold off, SPulver suggested holding off
- It was decided a board workshop to review and then decide

CORRESPONDENCE: Reviewed note

PUBLIC COMMENTS AND QUESTIONS:

- DBrown asked about extending sewer
- CConnell stated that it could be in future years after review of consumption but not to village
- Mayor Jensen stated it wouldn't be village wide
- DDurepo stated docks will be put in as normally done so in past
- DDurepo said the railings were approved for the Curtiss Park bridge-target of July 4th to be done
- RLeonard asked if bridge and trail open then
- DDurepo-yes

EXECUTIVE SESSION: None

On motion of Trustee Pulver, seconded by Mayor Jensen, and carried, all voting Yea to adjourn the village board meeting at 9:05 p.m.

Respectfully Submitted,
Christina Watson
Village of Hammondsport Clerk-Treasurer

Code Enforcement Officer, Village of Hammondsport, NY Date: 04/09/2024
Monthly Report of Work performed March 2024

Consultations Held

I am continuing my required in-service training via webinars and classes to cost of the Village.

There are only three classes left.

The 1203 report to the State has been sent in, for all permits issued in 2023.

The Timber Stone has secured permit for the new Pizza oven, inspections are in place.

3 Myrtle Ave. is installing anew deck to the house, I asked them to take the paperwork to the Village Office.

12 Orchard St. renovation of the garage into living space continues and all inspections are in place at this time.

The house located at 4-Wheeler Ave. has completed the renovation work and the Certificate of Occupancy has been completed.

This office has received no complaints for March.

I am working with the Deputy Clerk to help maintain and keep track of the building permits issued.

I will be sending the current owner of 74 Lake St. in regards to the retaining wall and it may compromise the Certificate of Occupancy for the new house. The retaining wall has not been started or completed and it does compromise the integrity of the new house.

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





Monthly Report

March 2024

The following is a summary of activity by members of the Village of Hammondspport Police Department, for the month of March 2024.

Calls for service:	329
Arrest This Month	1
Total Arrests for 2024	2
Police Criminal Investigations:	6
- Assault	1
- Burglary	2
- Child Abuse Complaint	1
- Criminal Contempt	1
- Harassment	1
Assist other Agency (Police, Fire, Ambulance, DPW)	2
Check the Welfare	1
Citizen Service	3
Community Events	2
Court Appearance	3
Follow-up Investigations:	40
Foot Patrol:	12
Meetings	10
Motor Vehicle Crash Investigation	2
Parking Tickets Issued	19
Patrol Requests	1
Property Checks:	82
Property Found or Lost	1
Records Check	1

Community Leadership Integrity Partnership Service



School Zone Patrols:	14
Subpoena Service	6
Suspicious Person	1
Traffic Detail	50
Traffic Stops	11
Traffic Tickets Issued	2
Total Police Shift Coverage	28
Urbana Court Security	0
Use of Force Incidents	0
Personnel Complaints	0
Fuel gallons dispensed:	91.8
Miles traveled Dodge Ram	640

**** See attached report for the 2023 NYS Department of Transportation Traffic Safety Study done for the Pulteney Street Business District area, located in the Village of Hammondsport, County of Steuben, State of New York.

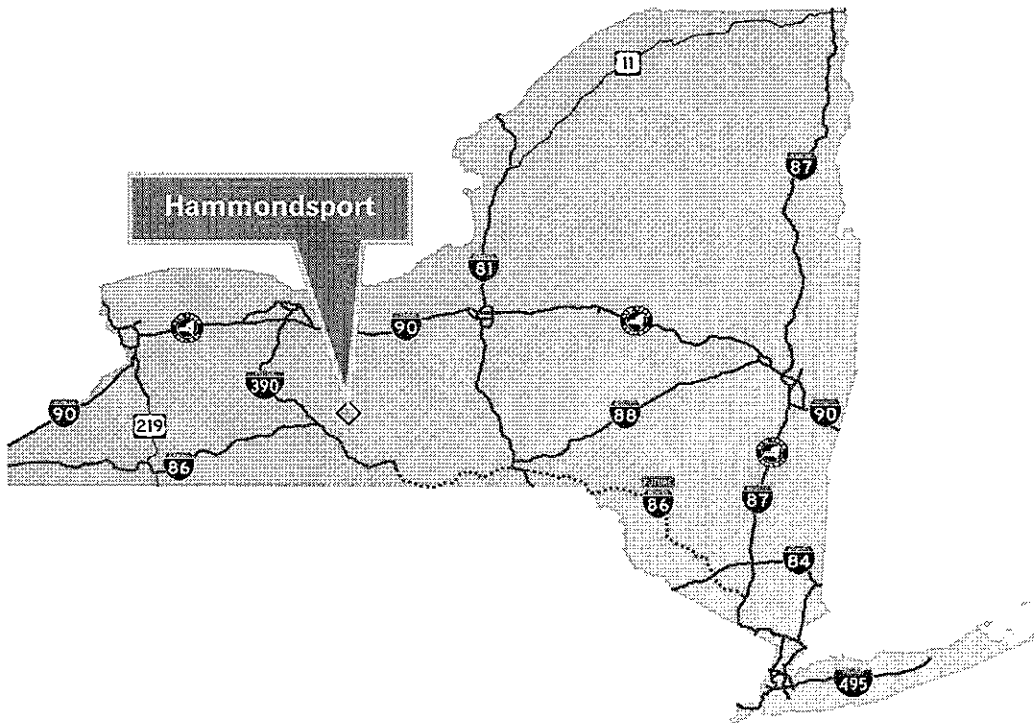
Highway Safety Investigation Report

Hammondsport Safety Study

State Route 54A (Pulteney Street)

Village of Hammondsport, Steuben County

Case 623-6003 | File 46.10-54A



Department of
Transportation

List of Preparers

This report was authorized by the New York State Department of Transportation, Region 6, Office of Traffic Safety and Mobility.

For further information regarding this report, inquiries can be made to the following who prepared this report:

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Safety Evaluation Engineer
Region 6, Office of Traffic Safety and Mobility
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EXECUTIVE SUMMARY

A Highway Safety Investigation was conducted in the Village of Hammondsport on State Route 54A. After consulting crash data and conducting field visits, the office recommends modification to existing signage, modification to existing crosswalk pavement markings, and additional pavement markings.

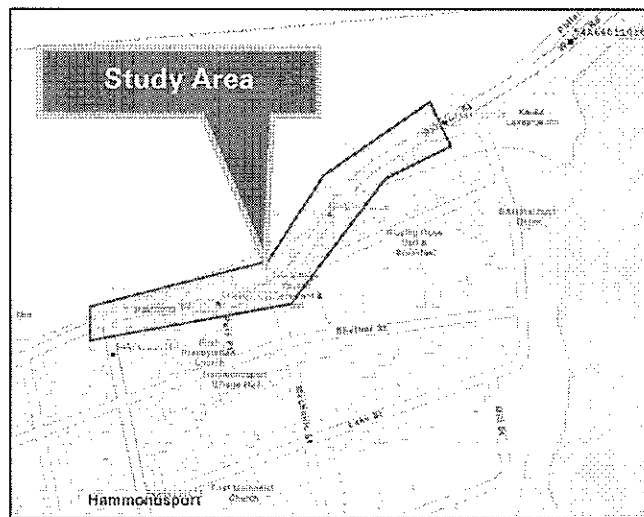
CHAPTER 1 – BACKGROUND & HISTORY

1.1. BACKGROUND

A highway safety investigation was conducted in the Village of Hammondsport on State Route 54A, at the request of Jason Dininny, Chief, Hammondsport Police Department.

1.2. LOCATION

This investigation studied the existing conditions of Hammondsport on State Route 54A (Pulteney Street) between Water Street and Main Street.



1.3. GENERAL INFORMATION

State Route 54A, also known as Pulteney Street, is a two lane conventional roadway in the village of Hammondsport, Steuben County. Pulteney Street is the main throughfare for the village. A portion of Pulteney Street is within the downtown district, which has numerous parking spots and pedestrian sidewalks.

SH Number	Village Street
Functional Class	Urban Principal Arterial - Other
Divided/Undivided Highway	Undivided
Speed Limit	25 MPH
Number of Lanes	2 lanes
Average Annual Daily Traffic (AADT)	2367
Access Control	Free

CHAPTER 2 – CRASH ANALYSIS

2.1 SUMMARY

A crash analysis was conducted.

This was a three year query with records from August 31, 2023 to August 31, 2020.

A total of 4 crashes were recorded in within the study limits, none of which were pedestrian related. These 4 crashes in a 0.26 mile section of roadway nets a crash rate of 4.29, which is above the statewide average of 3.57 for a free access 2 lane undivided urban roadway.

One crash occurred at the intersection of Pulteney Street and Main Street, an improper left turn.

Three crashes occurred in the vicinity of Mechanic Street, two crashes involved parked vehicles crashing into another parked vehicle, and one crash was a parked vehicle turning into traffic and crashing into a vehicle in the roadway.

Knowing that two of the crashes were parking related, dismissing those from the crash rate calculations will net a crash rate of 2.14, which is below the statewide average crash rate. With this information taken into consideration, no further analysis of the crash data is required.

2.2 CRASH DATA

Case Number	Crash Date	Crash Time	Max Injury in Crash	Crash Severity	Collision Type	Crash Type	County	Municipality	Reference Marker
39034332	2021-09-12	16:07	N/A	PROPERTY DAMAGE	OTHER	COLLISION WITH MOTOR VEHICLE	Steuben	Hammondsport	54A64011007
39451829	2022-06-04	13:25	B - INJURY	INJURY	OTHER	COLLISION WITH MOTOR VEHICLE	Steuben	Hammondsport	54A64011007
39479204	2022-08-11	12:12	U - UNKNOWN	PROPERTY DAMAGE	LEFT TURN (AGAINST OTHER CAR)	COLLISION WITH MOTOR VEHICLE	Steuben	Hammondsport	54A64011006
39980644	2023-08-07	14:28	U - UNKNOWN	PROPERTY DAMAGE	REAR END	COLLISION WITH MOTOR VEHICLE	Steuben	Hammondsport	54A64011007

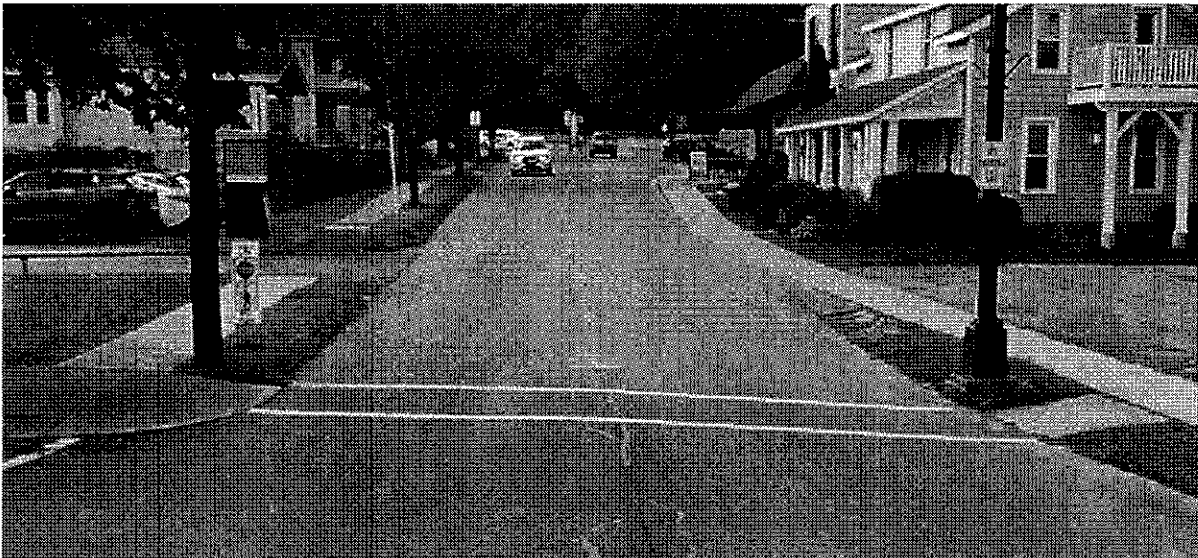
CHAPTER 3 – FIELD VISIT

A field visit was completed multiple times throughout 2023, and the following observations were made.

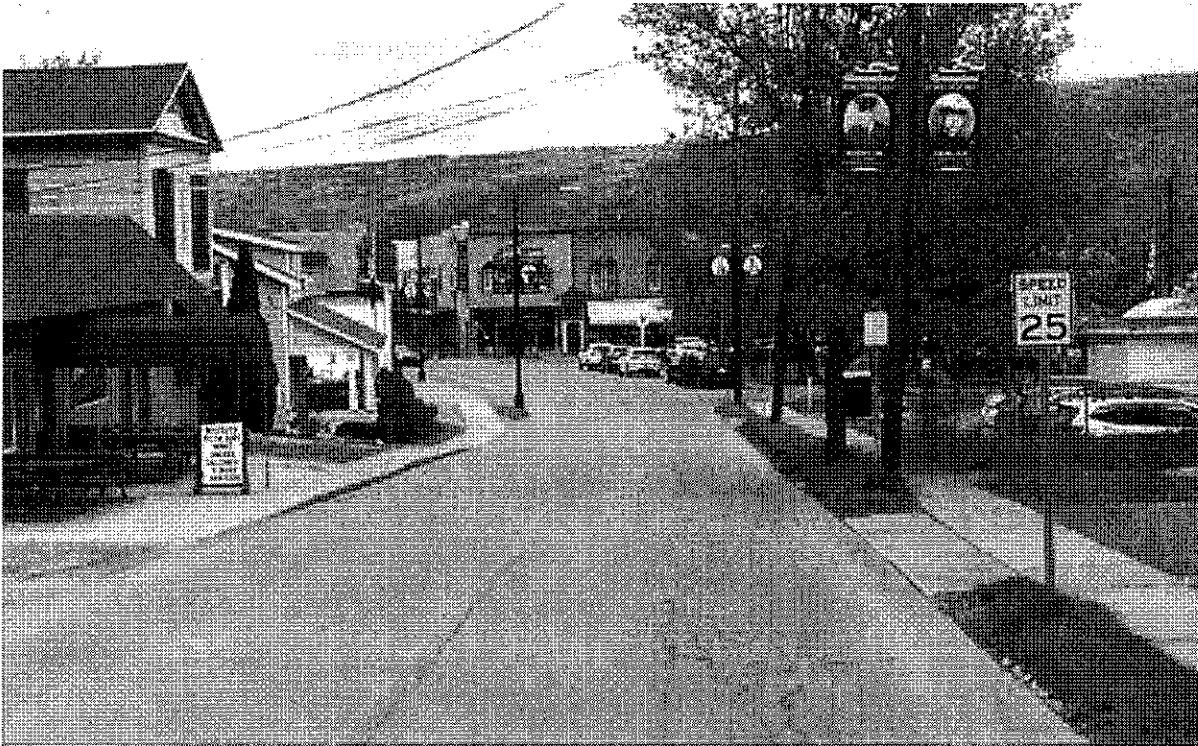
3.1 SIGNAGE

As part of our initial improvements, NYSDOT improved the crosswalk signage at Mechanic Street by replacing an existing school crossing sign, that was posted only for southbound traffic, with a new pedestrian crossing sign for both directions, with reflective post strips. A speed limit 25 ahead warning sign and an additional speed limit 25 sign prior to Mechanic Street were also posted to give more noticed to the reduced speed limit entering downtown.

A more comprehensive sign review was conducted though the project area. The following list identifies issues that were discovered during the review:



- Inadequate crosswalk signs
 - There are no crosswalk signs present for the crosswalk at Park Place.
- Incorrect in-street crosswalk signs
 - Current in-street crosswalk signs use Stop for Pedestrians.
 - New York State law requires vehicles to Yield to Pedestrians.



- Undersized speed limit signs
 - All speed limit 25 signs posted along Pulteney Street are sized 18" x 24".
 - MUTCD requires 24" x 30" speed limit sign for conventional roads.

3.2 PAVEMENT MARKINGS

A field visit of Pulteney Street found that a double solid yellow line were once installed, however, they have not been refreshed recently and have faded.



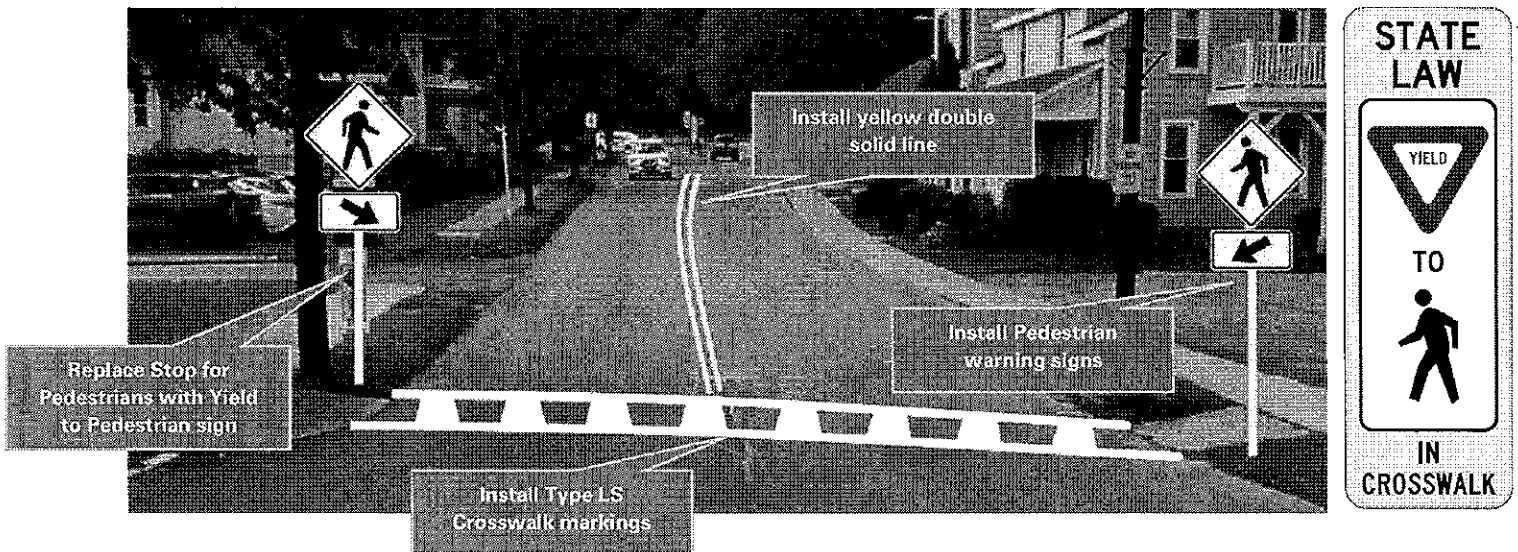
The current crosswalks on Pulteney Street at Park Place and Mechanic Street use the Type S style crosswalk, which have limited visibility for drivers, and are generally used for side streets at stop sign controlled approaches.

CHAPTER 4 – FINAL RECOMMENDATIONS

The office makes the following recommendations for improvements to the Village of Hammondsport. The village owns and maintains Pulteney Street, and is ultimately responsible for implementing these recommendations.

4.1 SIGNAGE IMPROVEMENTS

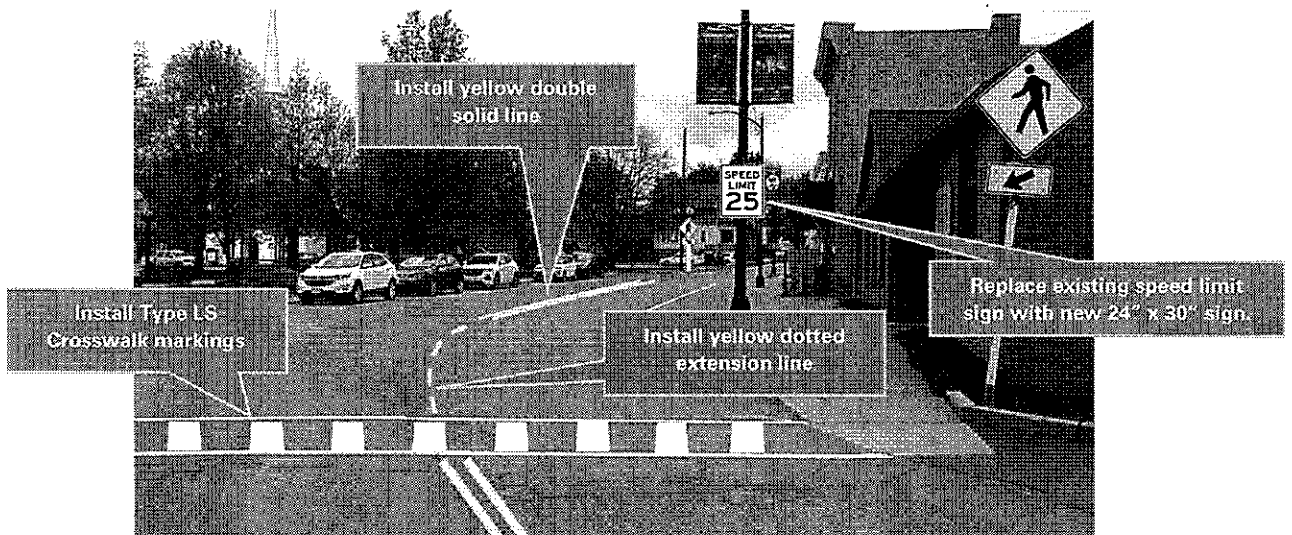
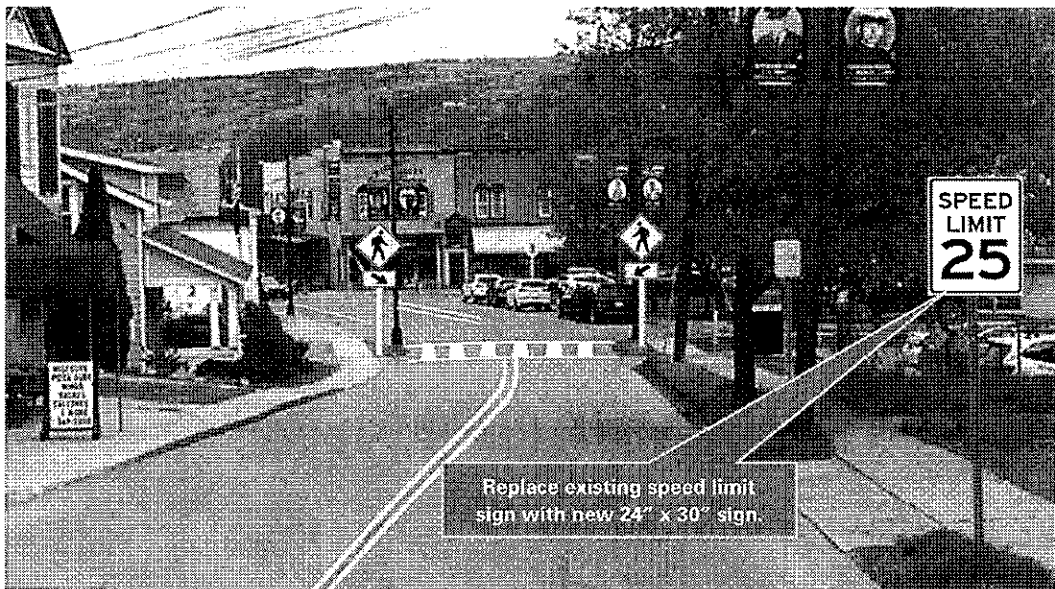
- Install crosswalk signs at Park Place crosswalk.
 - Right side
 - W11-2 L Pedestrian (Left Facing) Warning sign (30" x 30")
 - W16-7P Downward Left Diagonal plaque (21" x 15")
 - Fluorescent yellow green retro reflective post strips.
 - Left side
 - W11-2 R Pedestrian (Right Facing) Warning sign (30" x 30")
 - W16-7P Downward Left Diagonal plaque (21" x 15")
 - Fluorescent yellow green retro reflective post strips.

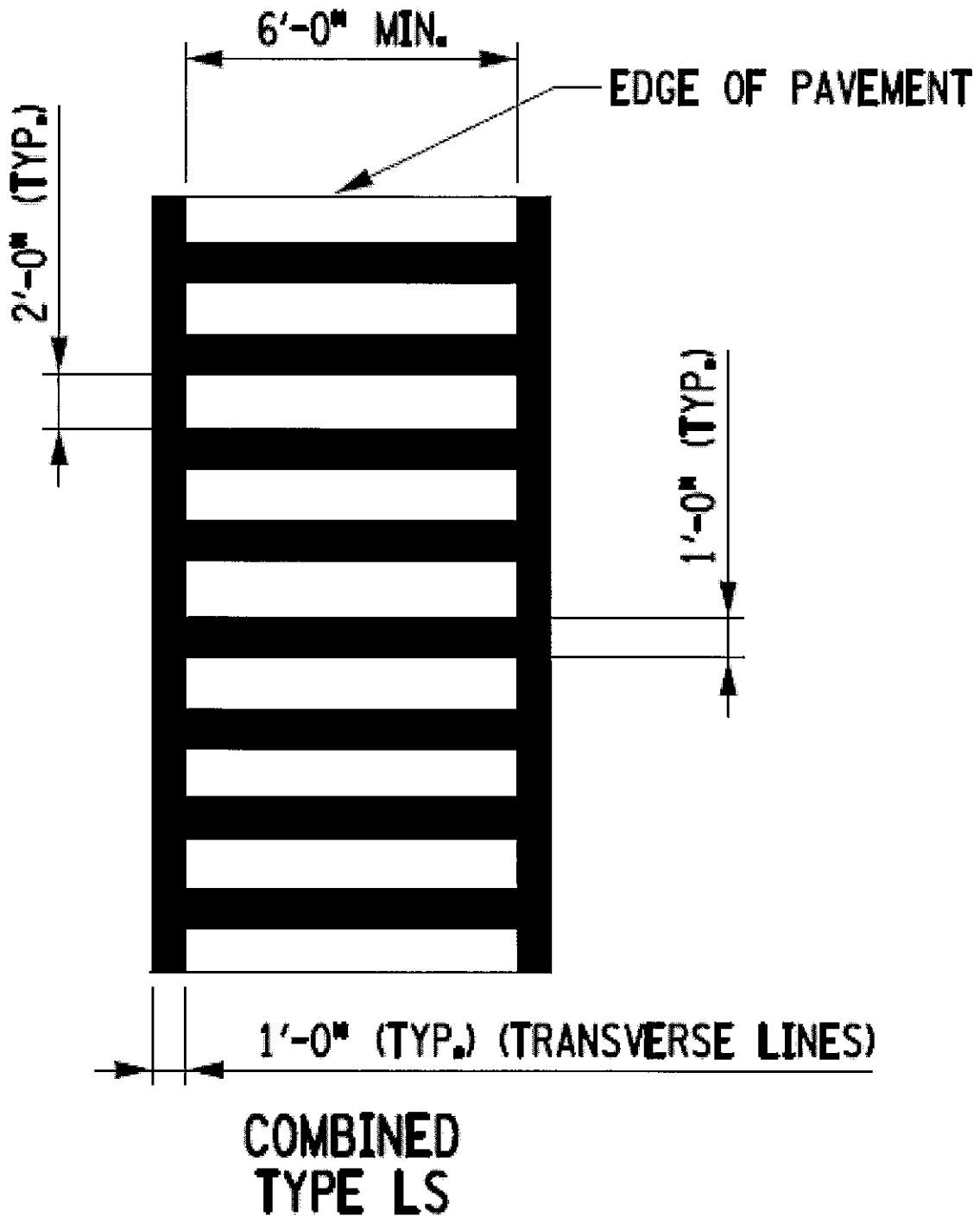


- Remove existing non-compliant small speed limit signs and replace with new R2-1, Speed Limit 25 (24" x 30") size along Pulteney Street.
- Remove existing Stop for Pedestrian in-street signs and replace with R1-6, Yield to Pedestrian in-street signs.

4.2 PAVEMENT MARKING IMPROVEMENTS

- Install Type LS crosswalk pavement markings at Park Place and Mechanic Street crosswalk.
- Install double solid yellow line on centerline of Pulteney Street
- Install single yellow dotted extension line through Mechanic Street intersection.





Crosswalk pavement marking detail from Standard Sheet 685-01, Sheet 2 of 9.

D.P.W. report for March 2024

Street

Picked up larger sticks on streets for sweeping

Cleaned catch basins

Fixed sweeper

Swept Streets

Filled hole on Pultney st

Plowed St and walks

Salted St and walks

Took sweeper to Syracuse for repair

Took down playground at 41 Lake St

Picked up cut tree at Bill Reeds

Picked up filters and plugs from Napa

Meeting with Tyrone

Returned voting equipment

Hard hat EXPO

Removed salt spreader and cleaned

Sewer project meeting

Bid opening for Shethar St

Water

Pumphouse

Turbidity

Residuals

Samples

UFPO's

Painted at pumphouse

Worked on billing

Lead and Copper service inventory

picked up parts from Rochester

Meeting with LC Whitford

Drained hydrant

Service call at Terry Underhills

Changed filter

Cleaned filter

Pumped pit

Emergency water shut off

L.C.Whitford broke water main and repaired

54A project meetings

TO: Village Board
FROM: Christina Watson
April 9th, 2024
March Monthly Report

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. Planning minutes – reviewed
6. Abstract #1 & #2
7. Payroll and paid board members
8. Emails/requests
9. Prepaid bills
10. Clerk's monthly report
11. Department of Labor monthly report-BLS
12. Assisted Police Department
13. In contact with Complete Payroll
14. Banking – ordered deposit slips
15. Training of Deputy Clerk
16. Discussed information with DPW
17. Zoom meetings
18. Update website
19. Tax Searches
20. Bulletin board postings
21. Processed applications and permits
22. Sent emails to Village List
23. Completed payments for Deferred Comp.
24. Completed process for the Firefighter/Ambulance Volunteer Tax reduction
25. Clean Energy meetings
26. Researched possible credit card and website payment options-Square and CSGForte
27. Discussed possible move to be in May
28. Election preparation, setup and conducted Election
29. Extending hours occasionally for election
30. Picked up election materials from Steuben County
31. Worked on compensated absences
32. RPC's to Steuben County
33. Processed Guardian Disability payment
34. Completed Shared Services Plan with Steuben County
35. Contacted BPD to discuss Wastewater Budget
36. Contacted SCT to discuss move
37. Created zoom meetings
38. Worked on taxes
39. Accepted taxes
40. Provided information for the USDA grant information
41. Completed bid opening for the Shethar Street reconstruction
42. Completed the Steuben County payroll certification
43. Completed reconciliation for January & February
44. Closed January and February abstracts
45. Miscellaneous items for the Mayor
46. Spoke with BPD representative
47. NYSLRS inquiry for employee
48. Meeting with NYSLRS representative
49. Pro-Housing Community Program Webinar