



**WORK SESSION AGENDA**

**April 4, 2016**

**5:30 p.m. Mike Ditonto, VBAC re: WineAbout Event**

**MAYOR'S REPORT**

**SPECIAL PROJECT COORDINATOR PAUL BECKER**

**CODE ENFORCEMENT – KURT ALLEN/JEFF ADRIAN**

**VILLAGE ADMINISTRATOR WITKOWSKI**

- A) Executive – Contract Negotiations

**DEPUTY MAYOR TALLMAN**

- A) ARC
- B) Planning

**TRUSTEE GAUGHAN**

- A) Beautification
- B) Recreation
- C) Hamburg Holidays

**TRUSTEE HACKATHORN**

- A) Justice
- B) Historic Preservation
- C) Economic Development

**TRUSTEE COLMERAUER**

- A) Environmental Conservation Commission

**VILLAGE ATTORNEY MURPHY**

**POLICE CAPTAIN MICHAEL MELISZ**

**PUBLIC WORKS SUPERINTENDENT SHUTTLEWORTH**

- A) Updates

**RECREATION SUPERVISOR HAEICK**

**FIRE DEPARTMENT, CHIEF STERNER**

# VILLAGE OF HAMBURG

**Vision:** *The Most Desirable Community in Western New York Where Quality of Life, Affordability and Innovation is the Norm.*

**Mission:** *Village Representatives and Employees that care for the Community by efficiently providing services while preparing for the future.*

**GUIDELINES FOR PUBLIC EXPRESSION: (HAMBURG VILLAGE BOARD POLICY ESTABLISHED 4/19/99)**

1) The public shall be allowed to speak only during the Public Expression periods of the meeting or at such other times as a majority of the Board shall allow. 2) Speakers must give their name, address and organization, if any. 3) Speakers must be recognized by the presiding officer. 4) Speakers must limit remarks to three (3) minutes per person and a maximum of twelve (12) minutes regarding each subject matter. 5) Speakers may not yield any remaining time they may have to another speaker. 6) All remarks shall be addressed to the Board as a body and not to any member thereof. 7) Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Unacceptable behavior will not be tolerated and might result in removal from the building. 8) Interested parties or their representatives may address the Board by written communication.

## MEETING AGENDA APRIL 4, 2016

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. ANNUAL ORGANIZATIONAL MEETING
4. APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FROM MONDAY, MARCH 21, 2016
5. CHARACTER COUNCIL OF HAMBURG, INC.: The virtue for April Persuasiveness. Persuasiveness is guiding vital truths around another's mental roadblocks.
6. PUBLIC EXPRESSION – See signup sheet
7. CORRESPONDENCE
  - A) Dept. of Justice re: Monthly Report for February 2016
  - B) Chuck Kluckhohn, Hamburg Alumni Foundation re: Request for Use of Memorial Park for the *Hamburg Alumni Reunion*

*All correspondence is received, reviewed and filed*
8. TRUSTEE REPORTS
9. STAFF REPORTS
10. FURTHER PUBLIC EXPRESSION: Relating only to matters discussed during the meeting
11. MAYOR'S REPORT
12. CLOSE MEETING – Announcement of future meetings

**MOTIONS  
REGULAR BOARD MEETING**

1. **MOTION** by Trustee Colmerauer, seconded by Trustee \_\_\_\_\_, to approve the minutes of the Regular Meeting of the Board of Trustees held on Monday, March 21, 2016.

AYES:

NAYS:

2. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, for the adoption of the following resolution:

**WHEREAS**, Pursuant to the provisions of the Village Law of the State of New York this Board of Trustees did on the 21<sup>st</sup> day of March 2016, adopt a Budget for the fiscal year beginning June 1, 2016 and ending May 31, 2017, in which said total appropriations are the sum of \$9,505,988 and the estimated revenues for the fiscal year beginning June 1, 2015 amounts to the sum of \$2,886,743 leaving a balance to be raised by taxes of \$6,605,991; and

**WHEREAS**, Section 1420 of the Real Property Tax Law of the State of New York provides that the Board of Trustees shall levy the tax for the fiscal year upon the last completed Assessment Roll of the Village;

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to the authority vested in this Board of Trustees, there is hereby levied a tax against all the taxable property not exempt from general taxes of the Village of Hamburg in the sum of \$6,605,991; and

**BE IT FURTHER RESOLVED**, that there is hereby also levied a tax against those certain parcels of property in said Village as shown on the Assessment Roll as being liable to pay the same assessment as follows:

Delinquent Water	\$	1,717.87
RPTL 520		<u>29,644.56</u>
<b>TOTAL</b>	<b>\$</b>	<b>31,362.43</b>

**BE IT FURTHER RESOLVED**, that Thomas J. Moses, Sr., Mayor of the Village of Hamburg is hereby authorized, empowered and directed to execute a Tax Warrant requiring the Village Clerk-Treasurer to collect the taxes and assessments as levied, and such warrant together with the tax roll be delivered forthwith to the Village Clerk-Treasurer, and that the Village Clerk-Treasurer shall on or before the 1<sup>st</sup> of June, 2016 cause a notice to be published in The Hamburg Sun and posted in at least two conspicuous places in the Village, and also, to be published one week after the first publication in said newspaper, and such tax roll and warrant have been left with him for collection of taxes therein levied and designating one or more convenient places in the Village of Hamburg where he will receive taxes from the 1<sup>st</sup> day of June, 2016 to and including July 1, 2016 from eight-thirty in the forenoon to four thirty o'clock in the afternoon, excepting Saturdays, Sundays and Holidays, and that on the taxes remaining unpaid after July 1, 2016, seven and one half percentum (7.5%) shall be added and an additional one and one half percentum (1-1/2%) the first day of each month thereafter until the return of the tax roll and warrant. The Clerk-Treasurer may begin to collect taxes as of the warrant date April 5, 2016.

AYES:

NAYS:

**MOTIONS  
REGULAR BOARD MEETING**

3. **MOTION** by Trustee Colmerauer seconded by Trustee \_\_\_\_\_, to establish the following as the standard work days for elected and appointed officials and to report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk-Treasurer.

<u>Title</u>	<u>Name</u>	<u>Standard Work Day</u>	<u>Term</u>	<u>Participates in Time Keeping</u>	<u>Days Per Month</u>	<u>Record of Activity Submitted</u>
<b>Elected:</b>						
Trustee	Laura Hackathorn	6	4/4/16-4/6/20	N	For years with 26 pay periods: 12.78 2 pay month 19.17 3 pay month 27 pay periods: 12.32 2 pay month 18.48 3 pay month	Y
Trustee	Paul Gaughan	6	4/4/16-4/6/20	N	For years with 26 pay periods: 3.26 2 pay month 4.89 3 pay month 27 pay periods: 3.14 2 pay month 4.71 3 pay month	Y
<b>Appointed:</b>						
Acting Vlg. Justice	Michael Biehler	6	4/4/16-4/3/17	N	2.02 2 pay month 3.03 3 pay month OR For years with 27 pay periods: 1.94 2 pay month 2.91 3 pay month	Y
Vlg. Prosecutor	Brian Attea	6	4/4/16-4/3/17	N	For years with 26 pay periods:	

**MOTIONS  
REGULAR BOARD MEETING**

1.96 2 pay months     Y  
 2.94 3 pay months  
 OR  
 For years with  
 27 pay periods:  
 1.90 2 pay months  
 2.85 3 pay months

AYES:  
 NAYS:

4. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to declare the following fixed assets as surplus and authorize disposal of said fixed assets:

Dept. of Public Works:

# 907	'94 Ford Dump Truck	# 205	'86 GMC Dump Truck
# 1147	'99 International Garbage Packer		

Fire Dept.:

# 185	Ram Hoist Model 60	# 186	Air Cushion
# 190	100' Angus Hose	# 193	Sked Stretcher
# 187	Rescue Cushion	# 1471	Channel Radio/Scanner
# 2183	Capnograph	# 511	On-Board Air Compressor
# 468	ASL Battery	# 992	Stretcher Chair
# 2654	Adult Epi-pen	# 966	AIM gas detector
# 839	Desk/Hutch	# 181	Computer Desk/Table
# 834	Air Conditioner	# 835	Air Conditioner

Recreation:

# 49	Chainsaw	# 96	Sand Leveler
# 266	Turf n Roller Dolphin	# 97	8' Rake
# 488	Door Opener	# 573	HTC – 12- Mini Tiller
# 1161	See Saw Set	# 1167	Bleachers
# 1170	Softball Backstop	# 1170	Softball Backstop
# 1173	Heavy Bell Climber	# 1176	Generator

AYES:  
 NAYS:

5. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to hold a public hearing on Monday, April 18, 2016 at 7:00 p.m. at Village Hall, 100 Main Street, Hamburg, NY regarding revisions to Chapter 229 *VEHICLES AND TRAFFIC* of the Code of the Village of Hamburg. Copies of the proposed revisions will be available in the Clerk-Treasurer's office at Village Hall beginning April 7, 2016.

AYES:  
 NAYS:

**MOTIONS**  
**REGULAR BOARD MEETING**

6. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to amend Section 3 (Overtime) of the Policies and Procedures for Managerial, Confidential and Non-Represented Employees originally adopted to be effective 1/1/1995 and last amended May 18, 2015, by renumbering the section and adding Paragraph 3.b.

- a.) An employee who shall be required to work in excess of the regular scheduled week of forty (40) hours shall be paid overtime at one and one-half (1.5) times the employee's regular rate of pay. In lieu of overtime pay, the employee shall be entitled to one and one-half (1.5) hours of compensatory time off. Upon termination of employment for any reason, the Village shall pay the employee for any accumulated compensatory time at the employee's current hourly rate.
- b.) In the event that a full time employee, who is eligible to receive overtime pay, leaves their place of work at the end of their scheduled tour of duty and is then recalled to perform additional, unscheduled services for the Village after the employee's scheduled duty hours, the employee shall be compensated for no less that one and one-half (1.5) hours pay regardless of the amount of time required to perform the service for which the employee was recalled. Recall Pay does not apply to continuation of the work day situations, when operational needs are such that employees are needed to work past their scheduled quitting time in order to complete a job assignment.

c.) The following positions are exempt from overtime pay and compensatory time as outlined in the U.S. Fair labor Standards Act:

- |  |                             |
|--|-----------------------------|
| Administrator/Clerk-Treasurer                | Public Works Superintendent |
| Deputy Clerk (while acting as Clerk)         | Recreation Supervisor       |
| Deputy Treasurer (while acting as Treasurer) | Police Chief                |
|  | Police Captain              |

AYES:  
NAYS:

6. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, to authorize Mayor Thomas J. Moses, Sr. to sign the 2015 *Sponsor Authorization Form* prepared by the Service Award Program Committee for the eligibility of members of the Hamburg Volunteer Fire Department for the Service Award Program.

AYES:  
NAYS:

7. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, to authorize Department of Public Works Superintendent Marc Shuttleworth to sign a Shared Services Agreement between the Village of Hamburg and the NYS Department of Transportation (NYSDOT) to share services, exchange or lend materials or equipment, which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources.

AYES:  
NAYS:

**MOTIONS**  
**REGULAR BOARD MEETING**

8. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to approve the Hamburg Alumni Foundation's request to hold a Hamburg High School reunion event in Memorial Park on Friday, August 12, 2016 from 6:30 p.m. to 11:00 p.m., with setup beginning the day before and after the event. Approval is subject to the submission of a site plan, *Use of Facility* agreement and certificate of insurance.

AYES:

NAYS:

9. **MOTION** by Trustee Colmerauer, seconded by Trustee \_\_\_\_\_, to authorize Mayor Thomas J. Moses, Sr. to sign an agreement between the Village of Hamburg and GHD Consulting Services in an amount not to exceed \$65,000 for topographical survey work related to the replacement of approximately 29,000 linear feet of waterlines throughout the Village as part of the Village's water system improvement project. The contract is subject to the Village adopting financing or appropriating funds for the project.

AYES:

NAYS: