

**Village of Hamilton
Board of Trustees
Regular Meeting of October 11, 2011
7:00pm**

APPROVED MINUTES

Present: Mayor Margaret Miller; Trustees: Russ Lura, Anne Clauss, Deb Kliman, and Sam Cooper; Director of Utilities and Public Works Sean Graham

Public Present: Morgan Larson, Bob McVaugh, ZRC; Ben Barrett, Planning Board; Tim Mansfield, Carolyn Hsu, Erin L. Nash, Dena, Dean of College Search Committee; Dave Hollis, Radiofreehamilton; Carolyn Todd, Town of Hamilton.

The Mayor called the meeting to order at 7:00pm.

Approval of Agenda: Trustee Lura requested the Madison Street Cemetery and Mutt Mitts be added. Mayor Miller requested meal allowance and an executive session be added to tonight's agenda. A **motion** was made by Trustee Clauss to approve the agenda as amended. The **motion** was seconded by Trustee Lura and carried.

Approval of Minutes

Regular Meeting of September 13, 2011: A **motion** was made by Trustee Clauss to approve the September 13, 2011, regular meeting minutes as presented. The **motion** was seconded by Trustee Kliman and carried.

Public Hearing of September 13, 2011: A **motion** was made by Trustee Clauss to approve the minutes of the public hearing of September 13, 2011, as written. The **motion** was seconded by Trustee Kliman and carried.

Special Meeting of September 29, 2011: A **motion** was made by Trustee Clauss to approve the special meeting minutes of September 29, 2011, as presented. The **motion** was seconded by Trustee Kliman and carried.

Special Meeting of October 4, 2011 (FFU): Trustee Cooper submitted the following written request: I would ask the minutes of the meeting of October 4, 2011, reflect the purpose of historical perspective, a clarifying reference I made about the term "By Right." The reference I made was, "...the Planning Board is to view 'By Right' to be an outcome goal." As such that was a portion of the reason for sending the issue to the Planning Board. This was reaffirmed with the late addition of the next to the last FURTHER RESOLVED. FURTHER RESOLVED, "that the Planning Board provide an alternative proposal, if they so desire." The exact words, verbatim from the tape recording, states, "So that the opportunity to be, that becomes a goal." A **motion** was made by Trustee Clauss to approve the special meeting minutes of October 4, 2011, as amended. The **motion** was approved by Trustee Lura and carried.

Public Comment: None

MAYOR MILLER's REPORT

Mayor Miller reported she and Trustee Cooper met with Assessor David Roach. There may be ways to reduce property taxes paid by the Village.

The Chocolate Festival was a huge success. The Mayor thanked Roger Bauman and Jill Smith for all the work that went into this event.

The Mayor and Trustee Cooper went to the NYCOM training. They received updates on new impending legislation, ethics for officials, use of social media in government, and property tax caps.

The Mayor participated in the Town and Gown picnic at Whitnall Field on September 30, 2011. The event was well attended.

The Mayor attended Dean Abrams' retirement party on September 30, 2011, and thanked him for his many years of service to the Village.

Mayor Miller met with Dean of Students, Scott Brown, and Chief Gifford to discuss student behavior and alternative activities.

Upstate Institute had a breakfast meeting the Mayor attended.

TRUSTEE COOPER's REPORT

Hamilton Police Department: Trustee Cooper reported that the bike rack that was placed at the north end of the Village Green may be moved to the corner by Swank. Trustee Cooper and Chief Gifford have been reviewing noise ordinances in other communities. Mayor Miller, Trustee Cooper, and Chief Gifford visited KVAC in Cazenovia. They were impressed with their building and would like something similar to be considered for the security substation. Trustee Lura would like the plans for the DPW and Security Substation made available for the BOT to review.

Hamilton Fire Department: Trustee Cooper reported the new windows will be arrive in 3-4 weeks. The DPW pointed and sealed the exterior of the Fire House. Trustee Cooper reported on an incentive for high school seniors through the fire department for scholarships.

VHFD New Members

WHEREAS, The Village Board of Trustees has received recommendation from the Village of Hamilton Fountain Fire Company #1 to appoint the following persons as members of the Village of Hamilton Fire Department, and

NOW THEREFORE, BE IT RESOLVED, that Daniel Gough, Kevin McCullough, Nicholas Jones, Samuel Brenman, Charles Caspar, Sam Weiss, and Gregory Zengilowski be appointed membership to the Village of Hamilton Fire Department.

Motion by: Trustee Cooper

Seconded by: Trustee Clauss

Carried: unanimously

Hamilton Court: Trustee Cooper and Mayor Miller conducted an in-house audit for the court. All went well.

Pedestrian Safety: Julie Dudrick and Keith Watkins attended the regular meeting of the Pedestrian Safety Committee to report on their interest in pursuing studying bicycling in the Village. The bike rack at the north end of the Village Green did not get used as hoped and will be relocated to another location. Member Marafino updated the Committee on the latest 5-Way Intersection meeting.

A **motion** was made by Trustee Clauss to make Lebanon/Maple Intersection a 4-way stop as part of the plan and have it implemented as soon as reasonable. The **motion** was seconded by Trustee Lura and carried.

Campus Safety: No report

Shared Services Committee: Trustee Cooper distributed to the Board a mock up of the proposed website. The information was reviewed. Dave Hollis stated that no one hires a webmaster anymore. There is templated software most of it for free. Trustee Clauss questioned who would be maintaining the site, what is their level of expertise, how much time will be allocated toward the site. The Board would like this information forwarded to Carolyn Todd to pass along to Kevin Segroi.

5 Way Intersection Task Force: The task force has agreed to not change the width of the sidewalks. The task force would like to have a 4-way stop at Lebanon/Maple/Eaton St. Intersection. Investigate the possibility of adding a barrier to inhibit J walking diagonally across Rt 12B.

A **motion** was made by Trustee Clauss to accept the changes to E1 and E3 of the 5-Way Intersection resolution to amend the study and concept plan of July 2010. The **motion** was seconded by Trustee Kliman and carried.

A **motion** was made by Mayor Miller to have the task force go to the schematic stage, bring a detailed drawing back to the BOT to prioritize the project. The **motion** was seconded by Trustee Clauss and carried.

TRUSTEE KLIMAN's REPORT

Library Board: Trustee Kliman reported the Library received a donation from Life Long Learning of \$500.00. Rotary will be donating a folding wall for displays. Friends of the Library donated \$255.00. There is a great need for Literacy volunteers. The bathrooms were used during the Chocolate Festival and there was a mess. The Board suggested the PCD use port-a-johns. Barb Coger announced her retirement.

Historical Commission: They have written a charter. They will meet with the Special Collections Librarian at Colgate on 10/21/11, to finally assess what Village holdings are in the Special Collections.

Recreation Commission: Trustee Kliman reported on the meeting of September 28, 2011. Harry Jarcho reviewed the summer rec which had more participants than ever before, 231. A charter will be worked on. The Commission approved Ernie Nolen's volleyball court request. The tennis courts would be too costly to redo. Trustee Kliman will discuss a Bocce Ball Court request with the Commission.

Playgrounds, Parks, Pavilions, and Fountains: A new Park's Advisory Committee. Trustee Kliman nominated Charlotte Droll, Charlie Gethonis, Sue McVaugh, and Bill Todd. A **motion** was made Trustee Clauss to approve the recommendations made by Trustee Kliman. The **motion** was seconded by Trustee Lura and carried. There was a short discussion on what the duties of the Committee should be.

Mural Commission: No report. A **motion** was made by Trustee Clauss to approve Melissa Davies to fill the vacant seat of Deb Kliman. The **motion** was seconded by Trustee Lura and carried.

4th of July Committee: The theme for the 2012 parade will be "America the Beautiful." Dave Felton will be asked to be the grand marshall. Organizational changes were discussed.

Farmers' Market: No word on the EBT machine and who will operate it.

Trails Committee: No report.

Indoor Farmer's Market: Trustee Kliman met with Roger Bauman at the old Parry's to discuss a possible crafts market for November and December. Tabled for now.

TRUSTEE LURA'S REPORT

MUC: The work continues on Utica Street. A light pole was struck in front of Alliance Bank. The MUC would like to order new poles but were unsure if the new Board has to approve them. There will be a \$.60 per month/per household increase over the next five years due to an increase in hydro power. A Federal Energy Regulatory Commission audit is expected within the next two years. The MUC 2011-2013 contract was approved by the MUC Board. The Commission authorized the signing of the contract with Kevin Brocks for the next phase of the gas study. Lead tests on the Village drinking water have been completed.

Streets, Sidewalks and Streetscape: No report.

DPW and Solid Waste Management:

The salt brine building is insulated and the electricity is being installed. The equipment has not arrived. Two trucks are hauling sand for the Towns of Hamilton and Eaton. The Towns helped the Village with paving this spring and providing a back hoe for work after

the flooding. Fall leaf collection has begun. An overhead door has been installed at hangar 15. Village equipment will be moved from hangar 19 to 15 so the fuel truck can be housed in hangar 19. We received a special permit from the DEC to trap beavers at Woodman's Pond. Ed Kohler, a local trapper, has been hired. A couple of trees were removed near the fire station. Several more will need to be removed around the village. The new dump truck has arrived. Interviews for the new Motor Equipment Operator will take place on the 17th.

Madison Street Cemetery: Trustee Lura stated he believes there are management issues that will need to be discussed in the near future including pricing, fees, maintenance, layout, and the use of ground markers.

Trustee Lura was approached by Suzanne Collins requesting MuttMitts (dog waste bags) be placed at the entrance to the walking trails.

TRUSTEE CLAUSS' REPORT

Economic Development

PCD: The PCD will be conducting interviews 10/12-10/13/2011.

Hamilton Initiative: No report

HBA: Will meet in the morning.

Zoning Board of Appeals: No report.

Planning Board: Vantine's revised site plan was approved. The Planning Board reviewed Wes Wendt's site plan and made several change requests. A representative from St. Luke's at 10 Eaton Street was present to discuss their modifications to their site plan. The Planning Board needs more information before they can approve it.

Airport/Airpark Commission: In the process of looking for a new member.

Tree Committee: No report.

Compost Club: No report.

Public Relations: No report.

DIRECTOR GRAHAM'S REPORT

EIP is installing the equipment at the WWTP at no cost to the Village. Director Graham received a call for Bob Kuiper regarding the fire contracts.

New Business

Dean of College Search Committee: The Mayor shared the draft of the job description with the Board. The members present stated they number 14 in all. This position is for the Dean of the College (Charlotte Johnson previously held this position). The committee feels this position has the most contact with the Village officials. Ms. Hsu asked what the Village thinks the priorities and qualities this committee should be

looking for. Mayor Miller stated a major concern is student behavior, both positive and negative. Trustee Lura stated he would like to see the Dean live in the Village. This is actually a requirement of the position. Trustee Kliman stated a candidate who is a good communicator and participates in the Village activities would be desirable. Trustee Cooper stated this position should be 7 days a week and has rural community experience. Trustee Clauss stated how receptive the candidate is to the Village nuances. Trustee Clauss would like to see downtown living be an honor. The committee asked for things that would be red flags in a candidate. The interviews are anticipated to begin in January with an appointment in Spring. The Mayor and the Trustees were encouraged to email the committee with additional suggestions to Ms. Hsu. Sharing of information between the Village and Colgate was also considered very important.

ZRC Update: Morgan Larson outlined the ZRC's process to date. They are looking for guidance from the BOT. They are close to writing code. They would like input from the public as well. Mr. Larson talked about establishing a Design Review Committee. The goal is to keep the 12B corridor the main corridor through the Village as well as locating commercial properties in this corridor. A small blue overlay of the multi-family overlay district will encompass several zones. Licensing of rental units was discussed. Transient occupancy of single family homes and the IRS guidelines was reviewed. If a home is rented for less than 30 days, but a total of more than 15 days per year, it would make this a commercial use of the property. Clarification of an institutional zone change was requested. Trustee Lura questioned if the property near the old Ames was actually a wetland. Designating conservation areas and green spaces was suggested. Trustee Clauss thanked Bob McVaugh for providing the maps. The BOT will review documents and give their comments to Morgan Larson via his email.

Unpaid Taxes: The total unpaid taxes that were sent to the County was \$24,543.00. Add on the County penalty of \$1,963.36. The total the County will be paying the Village is \$26,505.36. Each Trustee will need to sign paperwork on the 17th at the Village office. A resolution will be prepared for the 17th, by Administrator Graham.

Noise Levels: Tabled

IT for staff: Tabled

Employment Application: Approved by the Board for use. Both applications will still need to be used.

Resolutions-reorganization:

VILLAGE CLERK APPOINTMENT

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, that Alana Scheckler is hereby appointed the position of Village Clerk; If for any reason (The Board's or Alana Scheckler) she cannot continue to fulfill her duties, she would be permitted to return to those duties performed during the year 2011-2012 and with an appropriately adjusted compensation update provided for the year 2011-2012 which would have normally occurred; and be it further,

RESOLVED, that the compensation paid to Alana Scheckler will be \$50,000.00, resulting from her increased duties, effective October 11, 2011.

Motion by: Trustee Kliman

Seconded by: Trustee Cooper

Carried: Unanimously

UTILITY FOREMAN RESOLUTION

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, that David Rhyde, performing in the position of Utility Foreman, will be assigned extra duties; be it

RESOLVED, that David Rhyde's annual salary for the 2011-12 will be increased by \$2,000.00 to compensate for such, effective November 1, 2011.

Motion by: Trustee Lura

Seconded by: Trustee Kliman

Carried: Unanimously

DPW FOREMAN RESOLUTION

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, THAT Randy Weaver, who is filling the position of DPW Foreman, will be assigned extra duties; and be it

RESOLVED, that Randy Weaver's annual salary for 2011-2012 will be increased by \$2,000.00 to compensate for such, effective October 11, 2011.

Motion by: Trustee Kliman

Seconded by: Trustee Lura

Carried: Unanimously

REGISTRAR RESOLUTION

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, THAT Robin Maciag is hereby appointed to the position of Registrar; and be it further

RESOLVED, that Robin Maciag's annual salary fro 2011-2012 will be increased by \$2,040.00 to compensate for such, effective October 11, 2011.

Motion by: Trustee Clauss
Seconded by: Trustee Lura
Carried: Unanimously

DEPUTY REGISTRAR

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, that Kimberly Taranto is hereby appointed to the position of Deputy Registrar; and be it further

RESOLVED, that Kimberly Taranto's annual salary for 2012-2012 will be increased by \$1,980.00 to compensate for such, effective October 11,2011.

Motion by: Trustee Clauss
Seconded by: Trustee Cooper
Carried: Unanimously

ADMINISTRATOR RESOLUTION

WHEREAS, the Village Board of Trustees has decided to make modifications to the Village Office personnel structure, and

WHEREAS, the new structure will reassign duties and increase work loads to certain employees;

NOW THEREFORE, BE IT RESOLVED, that Sean Graham is hereby appointed to the position of Village Administrator; and be it further

RESOLVED, that Sean Graham's annual salary for 2011-2012 will be increased by \$10,000.00 to compensate for such, effective October 11, 2011.

Motion by: Trustee Kliman
Seconded by: Trustee Cooper
Carried: Unanimously

Resolution-Phase II Taxiway

NYSDOT TAXIWAY GRANT PHASE II PIN 2915.18

WHEREAS, the New York State Department of Transportation (NYSDOT) has offered a matching grant to federal grant 3-36-0192-19-11 for work at the **Hamilton Municipal Airport**; the project being described as **Partial Parallel Taxiway Construction (Approx. 1,800') - Phase II, (PIN 2915.18)** and;

WHEREAS, the **Village of Hamilton** desires to advance the Project by committing funds for the local match; funding shares being federal (FAA): **\$974,257**; State: **\$25,638**; Local: **\$25,638**; and Total **\$1,025,534** and;

WHEREAS, if the **Village of Hamilton** and/or the FAA notifies the NYSDOT that they have requested and received an increase in federal funding for the Project based on increased eligible costs, the State share noted above shall be increased proportionately up to a maximum increase of 15%.

RESOLVED, that the **Village of Hamilton** hereby approves the above subject Project and associated funding and hereby further;

RESOLVE, that the **Mayor** of the **Village of Hamilton** is hereby authorized to execute all necessary Agreements on behalf of the **Village of Hamilton** with NYSDOT in connection with the Project, and be it further

RESOLVED, that a Certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in Connection with the Project; and be it further

RESOLVED, that this Resolution shall take effect immediately.

Motion by: Trustee Cooper
Seconded by: Trustee Clauss
Carried: Unanimously

Website: Carolyn Todd requested that the Board approve the draft of the Village content drafted by Trustees Kliman and Cooper to be forwarded by Kevin Segroi. Trustee Lura is interested in what Mr. Segroi's design capabilities are. Trustee Kliman stated who will be looking at the site. She believes residents and Colgate parent's are the biggest users. Dave Hollis stated no one hires a webmaster anymore. There is templated software, some are free. He urged the Village to contact Denny Roy or Eric Coriale at HCS.

Meal Allowance: A motion was made by Trustee Cooper to have the following for a meal allowance for all Village employees: Breakfast \$8.00, Lunch \$8.00, and Dinner \$20.00. The motion was seconded by Trustee Kliman and carried.

Treasurer's Questions: The Board reviewed the questions for the Treasurer interviews.

Old Business

Games of Chance-Rusch's: Bell Jar game needs to have a license. A **motion** was made by Trustee Lura to authorize the village Administrator to sign the license. The **motion** was seconded by Trustee Kliman and carried.

APPROVAL of CLAIMS

A **motion** was made by Trustee Cooper to approve September's claims. The **motion** was seconded Trustee Kliman and carried.

A **motion** was made by Trustee Cooper to enter into an executive session at 11:42pm. The **motion** was seconded by Trustee Clauss and carried. A **motion** was made by Trustee Clauss to exit the executive session at 11:59pm. The **motion** was seconded by Trustee Kliman and carried.

Adjournment

There being no further business to come before the Board, Trustee Lura made a **motion** to adjourn. The **motion** was seconded by Trustee Cooper and carried. The meeting adjourned at 12:01a.m.

Respectfully submitted,
Kim Taranto