

1. Roll Call

On a motion of Supervisor Shaw, seconded by Councilman Hoak, the following resolution was

ADOPTED Ayes 5 Connolly, Farrell, Hoak, Petrie, Shaw
Nays 0
Abstain 0

James Shaw, Supervisor (Present)
Shawn Connolly, Councilmember (Present)
Elizabeth Farrell, Councilmember (Present)
Karen Hoak, Councilmember (Present)
Michael Petrie, Councilmember (Present)

ALSO PRESENT: Catherine Rybczynski, Town Clerk; Walter Rooth III, Town Attorney; Alissa Strauss, Personnel Clerk; Ted Casey, Highway Superintendent; Jennifer Robertson, IT Director; Christopher Hull, Director, Community Development; Samantha Tarczynski, Finance Director; Pat Ryan, Director of Buildings & Grounds; Sarah desJardins, Planning Consultant, Martin Denecke, Director of Senior, Youth, and Recreation Departments

Meeting convened at 7:00 PM.

2. Pledge of Allegiance

Supervisor Shaw led the recitation of the Pledge of Allegiance following the calling of the roll.

3. Meeting Minutes

RESOLVED, that the Hamburg Town Board does hereby approve the minutes of the previous meetings as follows:

- 3/2/2020 - Town Board Special Meeting (LED)
- 3/9/2020 - Town Board Work Session
- 3/9/2020 - Town Board Regular Meeting

Moved: Hoak

On a motion of Councilman Hoak, seconded by Councilman Connolly, the following resolution was

ADOPTED Ayes 5 Connolly, Farrell, Hoak, Petrie, Shaw
Nays 0
Abstain 0

4. PAF for 4/13/20 Town Board mtg.

BE IT RESOLVED, that the Town Board approve the hiring and termination of personnel for the Dept. of Youth, Recreation & Senior Services as follows:

MOVED BY: CONNOLLY

On a motion of Councilman Connolly, seconded by Supervisor Shaw, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

5. Town Park Concession RFP

Be it resolved the Town Board authorizes the Recreation Department advertise for a Request for Proposals for a food/beverage/water sports concession at Hamburg Town Park. The Recreation Department is seeking to secure a 3 year contract (2020, 2021, 2022) with an option for a fourth year (2023) from the vendor who submits the winning proposal. The typical time frame for the operations of the concession is Memorial Day to Labor Day each season.

On a motion of Councilman Connolly, seconded by Supervisor Shaw, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

Mr. Connolly stated that the bids for the RFP are due on May 12th.

Mr. Shaw added that the RFP was an addendum sent to all members.

6. B&G Vehicle

BE IT RESOLVED, that the Town Board approve the purchase of one new 2020 Ford Crew Cab 4x4 from West Herr. After trade-in, the purchase price under the NYS Concession Pricing will be \$23,695.56.
Funds are available in A.1640.202 and A.1620.413.

Moved: Shaw

On a motion of Supervisor Shaw, seconded by Councilman Petrie, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

7. B&G Vehicle

BE IT RESOLVED, that the Town Board approve the purchase of one new 2020 Ford Crew Cab from West Herr. The purchase price under the NYS Concession Pricing will be \$36,694.56.

Funds are available in A.1640.202

Moved: Shaw

On a motion of Supervisor Shaw, seconded by Councilman Farrell, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

8. CARES Act

BE IT RESOLVED that the Hamburg Town Board authorizes Supervisor James Shaw and Christopher Hull; Director of Community Development, to sign any and all documents/certifications required for the Town of Hamburg's CARES Act funding anticipated from the United States Department of Housing and Urban Development (HUD).

Moved: Farrell

On a motion of Councilman Farrell, seconded by Supervisor Shaw, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

9. Overtime Preclusion

RESOLUTION

WHEREAS, the functions discharged by Town Government in Hamburg along with its receipt of revenue necessary to the funding of Town services provided for the benefit of Hamburg residents have been greatly diminished by the catastrophic effects of the Coronavirus;

NOW THEREFORE, BE IT,

RESOLVED, that the Town of Hamburg hereby precludes its public officers and employees from performing work responsibilities on an overtime basis; and

BE IT FURTHER,

RESOLVED, that the above preclusion is limited by the following circumstances:

- a. Overtime services and overtime compensation will be permitted in the event of an emergency condition which shall be verified by a given Department Head of Town government, subject to the approval of the Town Supervisor in consultation with the Board liaison to the Department in question.

- b. Overtime services and overtime compensation may be permitted when the overtime compensation is provided for and paid in whole or in part by any agency or Department of the Federal government or the State of New York.

Moved: Shaw

On a motion of Supervisor Shaw, seconded by Councilman Connolly, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

Motion to Amend by Supervisor Shaw and seconded by Councilwoman Hoak to remove in its entirety subparagraph "b" under the last Resolved clause.

Motion to Amend is Approved 5 - 0

Supervisor Shaw (AYE)
Councilman Connolly (AYE)
Councilwoman Farrell (AYE)
Councilwoman Hoak (AYE)
Councilman Petrie (AYE)

Motion to Approve as amended made by Supervisor Shaw and seconded by Councilman Connolly.

10. Non Essential Seminars & Training

RESOLUTION

WHEREAS, the operations of Hamburg Town government have been severely restricted by the COVID-19 pandemic; and

WHEREAS, revenue essential to maintain municipal services has been substantially diminished, necessitating a revision of Town policies and practices to preserve a balanced budget and to avoid the imposition of potentially large increases in property taxes in the coming budget years;

NOW THEREFORE, BE IT,

RESOLVED, that participation in all municipal seminars or training classes for the balance of this budget year is suspended, with the exception of those seminars or classes which are essential to the maintenance of a function of local government or necessary to mandated accreditation pertaining to the responsibilities of given public officers or employees.

Move: Shaw

On a motion of Supervisor Shaw, seconded by Councilman Farrell, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0
Abstain 0

11. LED Lighting

WHEREAS, the Hamburg Town Board has solicited proposals from companies that have experience and present capability to install LED lighting systems for street lighting, specialized outdoor lighting, and lighting systems for various municipal buildings; and

WHEREAS, the Town Board has benefited from extensive discussions and presentations to enable the Board to make informed decisions as to the scope of the LED project and the company best suited to accomplish the LED conversions;

NOW, THEREFORE, BE IT

RESOLVED, that the Hamburg Town Board determines that it shall replace all streetlights within its jurisdiction with LED lighting systems, and that it shall replace LED lights and structures at its facility known as the Nike Center, in addition to replacing all LED lighting systems in Town owned buildings that have not heretofore been replaced; and

BE IT FURTHER

RESOLVED, that the Hamburg Town Board accepts the proposal put forward by Tanko Lighting for the entire scope of the Town's LED project; and

BE IT FURTHER

RESOLVED, that the Town Attorney is directed to formalize a written agreement between the Town and Tanko Lighting pursuant to the terms of its proposal made pursuant to the formal request of the Hamburg Town Board.

Moved: Connolly

On a motion of Councilman Connolly, seconded by Councilman Petrie, the following resolution was

ADOPTED **Ayes 4** **Connolly, Farrell, Hoak, Petrie**
Nays 1 **Shaw**
Abstain 0

Mr. Shaw stated he will be voting in the negative as he believes that the town would be better served by contracting with LED Solutions.

12. Proclamation in Honor of Christine DiOrio

On a motion of Supervisor Shaw, seconded by Councilman Hoak, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
Nays 0

Abstain 0

Late Addition to the Agenda - Read into the Record by Supervisor Shaw as follows:

WHEREAS, the Town of Hamburg lost a shining star with the passing of our friend and devoted employee Christine DiOrio; and

WHEREAS, Christine served Hamburg for almost three decades as the face of the 18 Mile Creek Golf Course. When she began work with the Town she was quoted as saying “I don’t know a lot about golf, but I do know a lot about customer service”; and

WHEREAS, she was not kidding when she said she knew about customer service, because she made everyone, whoever teed up a ball at our course, feel special. As the day to day operational manager of the golf course she made the overcast days sunny and the rain delayed golf outings pass joyfully;

NOW THEREFORE, BE IT

RESOLVED, that the Town of Hamburg Community and the Hamburg Town Board express our sincere condolences to Christine’s family; and

BE IT FURTHER

RESOLVED, that the Town of Hamburg will honor Christine’s memory for years to come as the devoted and cheerful assistant who made golf at the 18 Mile Creek Golf Course a great experience for everyone who ever played there.

Motion to Approve made Unanimously by all Town Board Members.

Supervisor Shaw (AYE)
Councilman Connolly (AYE)
Councilwoman Farrell (AYE)
Councilwoman Hoak (AYE)
Councilman Petrie (AYE)

13. Audit of Cash Disbursements - Monday, April 13, 2020

On a motion of Supervisor Shaw, seconded by Councilman Farrell, the following resolution was

ADOPTED **Ayes 5** **Connolly, Farrell, Hoak, Petrie, Shaw**
 Nays 0
 Abstain 0

Supervisor Shaw made a motion seconded by Councilwoman Farrell to receive and file the item.

TOWN BOARD AUDIT OF CASH DISBURSEMENTS

MONDAY APRIL 13, 2020

OPERATING FUND		
Batch Number	Voucher Number	Amount
39	107574-107591	\$ 13,341.53
40	107592-107698	\$ 107,686.51
41	107700-107774	\$ 49,215.26
42	107775-107799	\$ 787,577.20
43	107800-107895	\$ 51,581.52
44	107896-107923	\$ 12,808.22
45	107924-107928	\$ 1,266.60
46	107930-107961	\$ 22,063.38
47	107962-107970	\$ 551,891.15
48	107971-108020	\$ 97,270.46
49	108021-108063	\$ 1,008,811.80
Total Operating Fund Disbursements		\$ 2,703,513.63
TRUST AND AGENCY FUND		
Batch Number	Voucher Number	Amount
Total Trust and Agency Fund Disbursements:		\$ -
CAPITAL FUND		
Batch Number	Voucher Number	Amount
4	107929	\$ 38.65
5	107699	\$ 43,940.79
6	108064-108065	\$ 3,114.12
Total Capital Fund Disbursements		\$ 47,093.56
PAYROLL		
Payroll Number		Amount
Total Payroll Disbursements		\$ -
PETTY CASH		
TOTAL CASH DISBURSEMENTS SUBMITTED FOR AUDIT:		\$ 2,750,607.19

14. Business from the Floor

Reports from Department Heads

-

Martin C. Denecke, Director of Youth, Recreation and Senior Services - Thanked the Supervisor and Town Board for the tribute to Christine DiOrio; Part-time staff has been going out to the parks to discourage large gatherings and signs have been made and will be going out; Full-time staff are working diligently to make sure the departments are ready to go when they are permitted to be open.

Pat Ryan, Director of Buildings & Grounds - The department is working to ensure town facilities and parks will be available and in good shape when the order is given to open them.

Ted Casey, Highway Superintendent - crews are ramping back up service, but residents will have to continue to be patient.

Sean Crotty, Senior Dispatch Officer - Stated that the residents in Hoover Beach have accommodations ready and available to them, but it appears as if they will be sheltering in place during the storm; Announced National Telecommunicator Week and he would like to recognize the work of the Dispatchers.

Roger Gibson, Senior Code Enforcement Officer - Apartments on Rt. 20 developer stated they were continuing construction because they were building affordable housing, but they do not meet the threshold of 20%; Construction is allowed as long as they do not have more than one worker per job site; Mr. Shaw stated he would contact Roger to discuss the idea of a merger with the Town of Evans Code Enforcement Office.

Kevin Trask, Chief of Police - The department is at half platoon to limit exposure and are 1/2 to 2/3 of usual call volume. Officers are continuing to educate and improve policies to limit contact.

Samantha Tarczynski, Director of Finance - department is working from home, first quarter volunteer fire fighter company checks have been sent out, bills are being paid, prepare for debt service.

Alissa Strauss, Personnel Clerk - thanked retirees for sending paperwork in via mail rather than dropping it off.

Jennifer Robertson, IT Director - Had some difficulty with streaming today via Facebook, but a recording will be available on the town web page; Has been working diligently to keep the police and dispatch up and running.

Jennifer Kosmowski, Domestic Violence - Local pizzeria wants to donate to needy families, a lot of repeat clients and it has been very busy.

Bridget Lavelle, Chief Court Clerk - will reach out to 6 part timers about going on unemployment. Judge Gorman would like to be back to work by May.

Reports from Town Board Members

Councilwoman Hoak - applauds everyone, all departments, for the hard work they are putting in and those in our community volunteering to help others.

Councilwoman Farrell - grateful to everyone for their hard work throughout the town.

Councilman Petrie - Asked everyone to have patience...better days are ahead.

Councilman Connolly - Thanked the employees of the town for their work during this crisis. Also

thanked all those who worked on the LED project, including former councilmen Tom Best and Michael Mosey, and all responders to the RFP.

Supervisor Shaw - Agreed with Mr. Connolly that all those who worked on the LED project deserve a great amount of thanks. He then stated that those, such as the dearly departed Christine DiOrio, who treat each other with kindness are what make Hamburg great.

15. Meeting is adjourned by Supervisor

On a motion of Councilman Connolly, seconded by Councilman Petrie, the following resolution was

ADOPTED	Ayes 5	Connolly, Farrell, Hoak, Petrie, Shaw
	Nays 0	
	Abstain 0	

The meeting was adjourned at 7:35 PM.

Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.

Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.

**Catherine A. Rybczynski, R. M. A.
Hamburg Town Clerk**

TOWN OF HAMBURG - PERSONNEL ACTION FORM

Date of Request: 4/9/20 Department: Youth, Recreation, Senior Services

Department Head Signature: 

Supervisor Signature _____ Date: _____

TOWN BOARD MEETING OF 4/13/20

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Employee Name	N or R	Position	Start date	Full time hourly rate	PT/Sea/temp hourly rate	Termination Date
1	4832	Bartosz, Renee		Rec Attd-EI7265				3/29/2020
2		Comerate, Phillip	N	Rec Attd-ER7251-P/T	4/14/20		\$11.80	
3	4703	Ellis, Christopher		Rec Attd-EI7265-P/T				4/11/2020
	4703	Ellis, Christopher	R	Rec Attd-ER7251-P/T	4/12/20		\$11.80	
4	4318	Joslin, Mark		Rec Attd-EI7265-P/T				4/11/2020
	4318	Joslin, Mark	R	Rec Attd-ER7251-P/T	4/12/20		\$12.05	
5	4949	Lease, Evan		Rec Attd-EI7265-P/T				4/11/2020
	4949	Lease, Evan	R	Rec Attd-ER7251-P/T	4/12/20		\$12.05	
6	3905	Lease, Warren		Rec Attd-EI7265-P/T				4/11/2020
	3905	Lease, Warren	R	Rec Attd-ER7251-P/T	4/12/20		\$14.00	
7	4952	Leggett, Analeeza		Lifeguard-A7310-P/T				4/11/2020
	4952	Leggett, Analeeza	R	Lifeguard-A7180-P/T	4/12/20		\$13.00	
8	5036	Pratico, Lawrence		Van Driver-A6772-Seas				4/6/2020
	5036	Pratico, Lawrence	R	Van Driver-A6772-P/T	4/7/20		\$12.00	
9	3704	Reid, Gregory		Rec Attd-A7180-P/T				4/11/2020
	3704	Reid, Gregory	R	Rec Attd-ER7251-P/T	4/12/20		\$12.05	
10	3464	Swartz, Karl		Rec Attd-A7310-Seas				4/10/2020
	3464	Swartz, Karl	R	Rec Attd-A7310-P/T	4/11/20		\$14.00	
11		Valtin, Mary	N	Rec Attd-ER7251-P/T	4/14/20		\$11.80	
12	3853	Zoda, John		Rec Attd-A7310-Seas				3/27/2020
	3853	Zoda, John	R	Rec Attd-A7310-P/T	3/28/20		\$15.00	

rev 03/14

TOWN OF HAMBURG - PERSONNEL ACTION FORM

As requested A brief explanation for the purchase of new crew cab trucks in B&G

The buildings and grounds is requesting the purchase 2 new 2020 Ford F-350 Crew Cab 4x4 pickup trucks which are on the New York State concession price list:

1 - 2020 Ford Crew Cab 4x4 in the amount of \$36,923.56.

1 – 2020 Ford Crew Cab 4x4 in the amount of 23,694.56 after the trade-in of the following 2 older fleet vehicles:

A 2003 Ford E-350 with over 102,000 miles which will eventually sent to auction

2012 F-250 with over 49,000 miles will be traded in on the new truck giving the town \$12,000 towards the new truck. This truck has been having mechanical issues and is not a crew cab it isn't really suitable to the needs at the Nike Base.

The B&G mechanics find the most effective way to maintain Town fleet and keep costly repairs down is by utilizing the NYS discounts on new vehicles and equipment. In this way, they utilize the best trade-in values on equipment that is aging and/or in need of repairs that out-weigh the value.

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