

March 27, 2019

MINUTES

**TOWN BOARD MEETING
2795 EAST CHURCH STREET
EDEN, NEW YORK
March 27, 2019
7:00 P.M.**

TOWN BOARD MEMBERS PRESENT:

MELISSA HARTMAN - SUPERVISOR
RICHARD VENTRY - COUNCILPERSON (*Absent*)
MICHAEL BYRNES - COUNCILPERSON
SUSAN WILHELM - COUNCILPERSON
GARY SAM - COUNCILPERSON

OTHERS PRESENT:

Emily Hawkins - Town Clerk
Marlene Grunder - Administrative Assistant
Lisa Winter - Bookkeeper

Call To Order:

Supervisor Hartman called the Work Session of the Eden Town Board to order at 7:00 P.M.

Pledge of Allegiance:

Supervisor Hartman led the assembly in the Pledge of Allegiance to the flag.

Budget Transfers:

Supervisor Hartman read the following budget transfer for December 2018:

**Budget Transfers/Amendments
March 27, 2019**

for December 31, 2018

From Account	To Account	Reason for Amendment	Amount
A2770 Other Unclassified Rev	A4540.4 Ambulance	EMS Portion of VFIS Insurance Premium Received	\$3,290.00
SF2770 Other Unclassified Rev	SF3410.4 Fire - Contractual	Fire Department's Portion of VFIS Insurance Premium	\$6,615.00

MOTION was made by Councilperson Wilhelm to approve the Budget Transfers as presented; seconded by Councilperson Byrnes; All "Ayes"; Opposed? - None; Abstain? - None; Motion carried.

Hearing of Visitors on Agenda Items on:

There were none.

New and Unfinished Business:

January 23, 2019

1. Amend Credit Card Policy:

To: Missy Hartman
From: Lisa Winter

Dear Supervisor Hartman:

If okay with you, please present the following for approval at the next Town Board Meeting:

As some supplies are cheaper on Amazon and the Town of Eden has a tax exempt account set up with Amazon and the only person having access to Amazon account is the bookkeeper, I would like to amend the credit card policy:

When requested by departments, purchases may be made from Amazon account by the bookkeeper without Supervisor's prior approval up to \$100.00.

MOTION was made by Supervisor Hartman to amend the credit card policy as presented; seconded by Councilperson Wilhelm; All "Ayes"; Opposed? - None; Abstain? - None; Motion carried.

2. Proclamation declaring Boys & Girls Club Week:

Supervisor Hartman presented the following Proclamation to the Eden Boys and Girls Club:

A PROCLAMATION TO DECLARE APRIL 8th – 12th, 2019, AS BOYS & GIRLS CLUBS WEEK IN THE TOWN OF EDEN, NEW YORK

WHEREAS, the young people of Eden, New York are tomorrow's leaders; and
WHEREAS, many young people need professional youth services to help them achieve their full potential; and
WHEREAS, the Boys & Girls club of Eden opened in 2002 and the Lakeshore Boys & Girls club opened in 2011 as a unit of the Eden club, that serve more than 625 young people annually; and
WHEREAS, Boys & Girls Clubs instill young people with the self-confidence to believe they can succeed at anything they put their mind to, and stand at the forefront of efforts in the areas of academic success, healthy lifestyle and good character and citizenship and
WHEREAS, Boys & Girls Club organizations in New York help ensure young people have a safe, supportive place to spend time and will provide them with quality youth development programs; and
WHEREAS, the Boys & Girls Club of Eden will celebrate National Boys & Girls Club Week with some 4000 Clubs and over 2 million more children and teens nationwide; now, therefore, be it
PROCLAIMED by the Eden Town Board this 27th day of March 2019, that the Eden Town Board hereby proclaim the week of April 8-12, 2019, as Boys & Girls Club Week in the Town of Eden; and, be it
PROCLAIMED FURTHER, that the Board encourages all citizen to join me in recognizing and commending Boys & Girls Clubs in New York for providing the young people of our communities with comprehensive and effective youth development services.

Supervisor Hartman recognized and thanked Executive Director, Jason Mazurkiewicz, Eden Clubhouse Unit Director, Julia Aleksandrowicz and the Board Members. Eden is proud to have a Boys & Girls Club which plays a key role in the lives of 625 members of our youth and their families.

3. East Eden Fire Truck #4:

Supervisor Hartman and Councilperson Sam met with the East Eden truck committee regarding the previously presented request to the Town Board to refurbish Engine #4. Rick Kirst was asked to provide estimates on the needed maintenance which included tire, brakes, and airlines. Chief Kirst stated the following State bids:

6 tires, installed:

Bridgestone \$3,498 (preferred by department for their safety)
Goodyear \$3,146

Supervisor Hartman stated the Board would wait to approve the purchase of the tires until the estimates are received for the brakes and airlines. The fire department will be moving forward with the tank inspection for \$495.

Supervisor Hartman made a recommendation to the Town Board to have the fire company proceed with bid specification for the refurbishment of Engine #4. Councilperson Byrnes stated that he and Councilperson Wilhelm toured the truck and he agreed with moving forward with bid specs.

MOTION was made by Supervisor Hartman to allow East Eden Fire to proceed with bid specifications for the refurbishing of Engine #4; seconded by Councilperson Sam; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

4. Special Event Permit:

The following Special Event Permit Application (draft) was presented to the Town Board which includes a \$50 permit fee which could be waived depending on if it was a Town Event. The form lists the departments to review the permit and must be approved by the Supervisor and a copy given to the Town Board as a reference of the events happening in Eden. The form was also reviewed by Bob Stickney who confirmed it is in line with what other towns are using.

Councilperson Wilhelm inquired as to how long the process will take and if the forms could be emailed or done online. Supervisor Hartman stated that eventually the form will be done online however the form could be emailed to the different departments for their review. The form does require a 30 day notice.

Bob Stickney asked how people will know they will need a permit. Supervisor Hartman stated that the Town will put an advertisement in the Pennysaver and her office will contact the known events that currently happen in Eden.



Town Of Eden
2795 East Church St.
Eden, Ny 14057
(716)992-3408

Dear Applicant,

Thank you for inquiring about holding a special event in the Town of Eden. Many events held within Eden have an impact on our Town as a whole and therefore require the completion of a Special Event Application.

Applications must be submitted at least 30 days prior to your event.

Here is a brief description of what types of events require special event approval:

- Any outdoor event conducted on Town owned, leased or maintained property (for example, streets and sidewalks).
- Any indoor or outdoor event – public or private – that has a significant impact on our community.
- Any event involving Filming, Videoing or Recording for commercial purposes in the Town of Eden.

Events that **don't** require special event approval:

- Smaller indoor food service events such as a Boy Scout Pancake Breakfast or a Historical Society Ice Cream Social.
- Block parties that don't extend off the block and don't require traffic control.

All Special Events require an Operating Event Fee of \$50.00.

The Town will not accept incomplete applications. If you require further explanation or assistance, please contact the Supervisor's office at 716-992-3408.

We look forward to working with you!

SPECIAL EVENT PERMIT APPLICATION

Town of Eden
2795 East Church St.
Eden, NY 14057
(716) 992-3408



PERMIT #

Date of Application: _____ Please complete this form and return to the Supervisor's office
Contact Name: _____ Phone # _____ Email: _____
Name/Type of Event: _____
Date of Special Event: _____ Location: _____
Event Time: _____ Anticipated Peak Attendance: _____

Will the following be at your Event? (check all that apply)
Food _____ Alcohol _____ Tents _____ Number of Tents and sizes _____
Will cooking be done under a tent? _____ Fireworks _____ Hazardous Materials _____
Music _____ Live _____ Recorded _____ PA System _____
Will streets be closed for this Event? _____ Name of Street(s) _____
Special Parking Accommodations? _____ Additional Security? _____

REQUIRED Certificate of Insurance:
A Certificate of Insurance naming the Town of Eden as an additional insured is required in the event the applicant and or the intended users shall place a tent or other structure upon Town owned property and the general liability shall be in the amount of at least \$1,000,000.

REVIEWED BY:(Please Initial)
Fire Chief: _____ EMS: _____ Emergency Manager: _____
Building Inspector: _____ Highway: _____ Police: _____
APPROVED BY:
Town Supervisor: _____ Date: _____

PERMIT FEE: \$50.00
Paid _____ Waived _____ Initials _____

MOTION was made by Supervisor Hartman to approve the letter and application for the Special Event Permit; seconded by Councilperson Byrnes; All "Ayes"; Opposed? - None; Abstain? - None; Motion carried.

5. Summer Recreation Employees:

March 12, 2019

Supervisor Melissa Hartman
Councilman Michael Byrnes
Councilman Gary Sam
Councilman Rich Ventry
Councilwoman Susan Wilhelm

Town of Eden
2795 E. Church St.
Eden, NY 14057

Subject: Summer Recreation Employee Approval Request

Dear Supervisor Hartman and Honorable Board,

The Recreation Advisory Board is requesting approval for the following two individuals to be Alternative/Substitutes for Summer Recreation programs. This includes but is not limited to the 2019 Summer Recreation program in addition to various upcoming 2019 recreational activities/programs.

Patti Hartman
Erin Gawlak

If you have any questions, comments or concerns regarding this request, please do not hesitate to contact me.

Sincerely,

Town of Eden Recreation Advisory Board

Joseph Winlecki
Recreation Chairman

MOTION was made by Councilperson Wilhelm to approve Patricia Hartman and Erin Gawlak as alternates/substitutes for Summer Recreation Programs; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

6. Approve Hiring Bradley M. Pinski, Esq. to Review Updated Fire Policies:

Supervisor Hartman stated that this is to approve Bradley Pinski, a fire lawyer who specifically works on fire policy, at a rate of \$240 per hour for ten hours to review Eden’s new fire policies. This was accounted for when Eden originally started to re-do their policy and this is the formal step to hire the attorney.

MOTION was made by Supervisor Hartman to hire Bradley M. Pinski, Esq. to review the fire policy at a rate of \$240 per hour for ten hours; seconded by Councilperson Sam; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

Hearing of Visitors:

There were none.

Adjournment:

MOTION was made by Supervisor Hartman to adjourn the Meeting of the Eden Town Board; seconded by Councilperson Sam; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman adjourned the Regular Meeting of the Eden Town Board at 7:19 P.M.

Executive Session:

Supervisor Hartman adjourned the Executive Session of the Eden Town Board Meeting at 8:20 P.M.

Respectfully submitted by,

Emily Hawkins
Town Clerk

