

Varick Town Board  
June 7, 2022

The regular meeting of the Varick Town Board was called to order at by Supervisor Robert Hayssen at 7:00 p.m. Present at this meeting were Councilmen Richard McCulloch, Tom Foxx and Eric Riegel, Town Clerk, Donna Karlsen, Highway Superintendent, Ben Freier, Water and Sewer Operator, Ben Karlsen, Planning Board members Linda Mastellar and Cindy Long. Also present were Jim Hagedorn, Mike Crowe, and Ben Stoltzfus. Absent: Councilman Richard Peterson and bookkeeper Angela Testa.

**Residents to Address the Board:** Jim Hagedorn questioned the board as to who he needed to speak with regarding property located at 649 Hahnel Road owned by Roger Mahoney which is a potential hazard. He was directed to contact the Seneca County Code's office.

Ben Stoltzfus informed the board he owns property located at 5579 Route 414 and would like to connect to the water main located on Cayuga Street in Water District No. 1. Mr. Karlsen explained the water main line is run on the Romulus side of Cayuga Street and would need to be tapped there and brought under the road. The location of the property he wants to service is outside the district across Route 414. The board indicated they would consider approving this connection, but he would need to have the line engineered, easements obtained from homeowners whose properties this line would be run across to service his property and to be sure there was enough water pressure in order to provide him with water. The board made it clear that all expenses associated with this proposed extension of the water line would be responsibility of those interested in connecting. He was directed to the Town of Romulus to obtain further information from them as to where a tap could be completed as they have extended the main to service additional Romulus residents.

Mike Crowe reminded the board of his interest in connecting to Varick Sewer District No. 2 and has obtained verbal agreement to grant an easement from Mr. Serfass to run the sewer line through his property. He was instructed that he would need to provide legal documentation to the town board prior to any approvals being issued for this connection. Mr. Crowe indicated he would provide this documentation once it becomes available.

**Abstract:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve Abstract No. 6, Vouchers 144 to 172 in the amount of \$51,014.71.

**Highway:** Mr. Freier reported that the overhead door to the shop needs to be replaced and currently the trucks are being stored outside the building. He received three quotes in writing and/or verbally. Martin's Door Services LLC provided the lowest quote in the amount of \$22,362. The replacement of the door was deemed an emergency.

A motion by Eric Riegel, seconded by Tom Fox and so carried unanimously agreed the replacement of the shop's overhead door as an emergency replacement and directed Highway Superintendent, Ben Freier to purchase the door at a cost of \$22,362 from Martin's Door Services LLC.

Mr. Freier started he closed Kings Corner Road and put up “Road Closed” signs. He received multiple phone calls and questions pertaining to the closure which were addressed. The culvert replacement should be completed by Thursday resulting in the opening of the road. Installation of guardrails and resurface of the road will follow at a later date.

**Supervisor’s Report:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve the written Supervisor’s report.

**Judge’s Report:** Mr. Fisher reported that he received a message from the judge pertaining to part time security. Mr. Fox suggested contacting a Security Company and having them provide proof of liability. Mr. Fisher will return the judge’s phone call.

**Water/Sewer Operator’s Report: May 2022**

- Marked out Dig Safety’s
- Got weekly meter reads
- Did weekly water tests for each district
- Took bac t samples in all 4 districts
- Filled out and submitted monthly water report to health department
- Data logged water usage in each district
- Answered questions dealing with each water district and sewer system
- Called in Dig Tickets for upcoming projects
- Changed meters out on Seneca Lake Water District
- Cleaned shop
- Changed Grinder Pumps out
- Retrieved Final reads as needed for closing on properties
- Quoted out water and sewer taps
- Fixed broken curb stops
- Installed 2- 1 ½ inch sewer taps
- Installed 2- 1 ½ water taps
- Inspected 4 new water hookups
- Updated and submitted NY State Water Quality report
- Turned on water services as needed
- Ordered parts as needed for upcoming jobs
- Met with contractors to discuss locations of water lines
- Checked pressure on RT 89
- Checked hydrant pressure on Rt 336 at the highest point
- Checked and turned-on pump fan at lake sewer pump station

**Varick Sewer District No. 1:** Nothing further to report

**Varick Sewer District No. 2:** Ben Karlsen reported unacceptable items are being put through the municipal sewer system and causing grinder pump failure and replacement at an approximate cost of \$3,000 per pump. He noted several rental properties that he has replaced pumps for in the past year that he has found unacceptable items in. He suggested a letter be sent to the homeowners notifying them of repercussions of misuse of the system. He was instructed by Mr. Fisher, Town

Attorney to document the cause of the failures and have the town send a bill for cost of equipment and repair service to the homeowner.

**Varick Water District No. 1:** Need to locate and replace approximately 40 curb stops with new stainless-steel rods and service 5 hydrants.

**Seneca Lake Water District:** Need to service 60 hydrants, main line and guard vales, weed eat, change broken curb stops and replace with stainless steel, bolts on every valve needs to be replaced.

**Varick Water District No. 3:** Need to weed eat, exercise all main line guard valves, and grease and exercise approximately 109 hydrants.

**Varick Water District No. 4:** Exercise approximately 40 hydrants and main line guard valves and weed eat.

**Lead and Galvanized Service Line Replacement:** He reported that he attended training pertaining to lead and galvanized service lines which will require the town to identify these services and report to the state by October 16<sup>th</sup>, 2024. Any service line that is unknown counts as a lead service which will require more testing and replacement by the town per the EPA Federal Law. This new law will require the town to locate each service, identify the material before and after the curb stop and send documentation to the state. Currently services found to have these materials will need to be replaced at the cost of town and or homeowner. It is hoped that the government will establish grant funds to offset some of the cost.

**Health Department Requirements:** Mr. Karlsen reported that he has been reviewing the annual requirements by the health department with Mary Jump.

1. Annual maintenance: Every hydrant and valve need to be serviced and exercised (250 hydrants, 250 guard valves, 125 main line valves at approximately 30 to 40 minutes each. Approximately 2 months of work)
2. Bac T's need to be completed and reports submitted monthly for all water districts
3. THMS and HAA5 are required to be completed in August for all water districts
4. Lead and Copper sampling needs to be completed and reports done on every service in all four districts.

Mr. Karlsen stated he hasn't been able to find part time help for the summer and feels with the lengthening list of requirements by the state and federal government pertaining to both sewer and water, a full-time laborer may be needed. It was reported that there is a job description developed currently for this position and should be updated. The board agreed to hire a full-time laborer and noted the rate of pay was \$18.50 per hour for the part time position, but is negotiable based on experience. Mr. Foxx was appointed by Supervisor Hayssen to oversee personnel issues and will work with Mr. Karlsen in filling this position and report back to the board as more information is developed.

Mr. Karlsen also requested from the board definitive guidelines be developed for the distance people can build from town equipment such as grinder pumps and meter pits and regulations for moving water and sewer lines if permissible by the town.

The board determined that if lines were moved by the homeowner, all costs would be the property owner's responsibility.

Mr. Karlsen asked the board to clarify for time keeping and accounting purposes, how his salary and benefits were established when he was hired as Water Operator and then his added responsibility as an hourly Sewer Operator.

The board explained he was hired as a full time, salaried, Water Operator with no designated set hours to be worked on a weekly basis with a benefit package to include health benefits, sick and vacation time. It was noted that the board did not set specific weekly hours to be worked recognizing the necessity for after hour availability and on call services. When the board added Sewer Operator responsibilities, they didn't raise his annual salary, but agreed to compensate him for this added responsibility on an hourly basis at that time. Supervisor Hayssen stated that all water operator salary should be paid by the water districts apportioned by units served and Sewer Operator hourly pay expensed to the respective sewer districts. Mr. Karlsen reported that he personally bases his work week on a 40-hour work schedule, with additional hours for on call and after hour availability expected. He questioned if it would be easier for bookkeeping and budgeting purposes if his salary was increased to cover his added duties as Sewer Operator and expensed according to units to the sewer districts to alleviate confusion. Further review and consideration will be given by the board.

**Planning Board:** Linda Mastellar and Cindy Lont provided the board drafts of a letter and Application for Short Term Rental (STR) Special Use Permit (SUP) to be sent to owners of Short-Term Rentals. It was noted that the permits will expire the end of each year, with renewals being sent out in January. This year's proposed permit fee is set at \$200 and will be increased beginning with the 2023 renewals. The Planning Board is continuing to evaluate the costs related to STRS before proposing the 2023 rate. The Short-Term Rental Special Use Permits will not be transferrable from one owner to another. The board reviewed the wording requiring this permit in the Zoning Code and it was recommended by the town attorney that the reference to this permit and its intent be clarified through a local law. The following items were discussed to be added into this local law amending the zoning code as follows:

1. Determination of Short-Term Rental Properties Permits applies only to the owners whose annual application has been approved, not to the parcel. The property cannot be advertised for sale as a short-term rental.
2. No more than 2 permits can be issued to parcel owners in the town of Varick
3. The Short-Term Rental Properties Permits will expire and will be renewable on an annual basis.
4. Occupancy number will be established.

The Planning Board will work on the correct wording to incorporate these changes in Local Law No. 3, A Local Law to Amend the Varick Zoning Code and present it to the attorney for review and approval. Supervisor Hayssen asked that a special meeting of the Varick town board be held June 15<sup>th</sup> to review this proposed law.

A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to hold an emergency meeting on Wednesday, June 15<sup>th</sup> at 12:00 Noon to review Local Law No. 3, A Local Law to Amend the Varick Zoning Code and to address any other business that may come before the board.

Discussion was also held regarding the extra work being generated and costs associated with issuance and monitoring of the permits. It was recommended by the Planning Board that a part time person be employed by the town to address these added responsibilities. Further consideration will be given to this position once a job description and responsibilities are established.

The Planning Board recommended updating the town's web site and using a company to maintain and mentioned Finger Lakes One is used by other townships in the area.

**Town Clerk's Report:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve the Town Clerk's report: Supervisor: \$257.50, NYS Age & Markets; \$26, NYS Department of Health: \$22.50, Total Disbursements: \$306.

**Minutes:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve the minutes of May 3, 2022.

**New Business, Old Business, Correspondence:** None

A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to adjourn the meeting at 10:00 p.m.

Respectfully submitted,  
Donna Karlsen  
Varick Town Clerk