

The Organizational meeting of the Groveland Town Board was held on Thursday January 2, 2020 at the Town Hall.

Present: Present Bill Carman, Supervisor; Bill Devine, Town Councilmember & Deputy Supervisor; Steve Atterbury, Councilmember; Ron Niedermaier, Councilmember; Amy Phelps, Councilmember

Absent: None

Other Attendees: None

Supervisor called the meeting to order @ 7:25 p.m. Supervisor Carman asked Councilmember Niedermaier to lead in the pledge to the flag.

DISCUSSION POSITION APPOINTMENTS FOR 2020: These positions historically have not been advertised unless vacancies occur after appointments or training credits are not met. The Board took the following action:

RESOLUTION 1-2020 - APPOINTMENTS

WHEREAS, Section 27 of NYS Town Law provides that the town board shall hire employees and make such position appointments as needed to conduct the business of the town, now therefore be it

RESOLVED, by the Groveland Town Board to make the following position appointments with terms indicated per Public Officers Law Section 10 all will sign the oath of office within 30 days of appointment.

Appointments as follows:

Bill Devine, Deputy Supervisor term expires 12/31/2020

Sandra Bean, Supervisor Secretary term expires 1/1/2020 12/31/2020

William Magee, Zoning board member term effective – 1/1/2020 – 12/31/2025

Randy Clymo, Planning board member term effective – 1/1/2020 – 12/31/2025

Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/2020

Chairmanship ZBA – Courtney Burnette – 1 year term expiring 12/31/2020

PB and ZBA Secretary- Diane McMullan- 1 year term expiring 12/31/2020 * amended 12/10/2020

Farmland Advisory Committee Chairman– Ron Niedermaier 1 year term expiring 12/31/2020

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/2020

Town Historian – David Carman– 1 year term expiring 12/31/2020

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/2020

Keitha Sleggs – Deputy Town Clerk – term effective 1/1/2020-12/31/2020

Keitha Sleggs – Code Enforcement secretary – Term effective 1/1/2020 – 12/31/2020

Kim Burgess- Cemetery Sexton Term effective 1/1/2020 – 12/31/2020

Terri Rider – Court Clerk effective term 1/1/2020- 12/31/2020

Deb Coburn – Court Clerk effective term 1/1/2020- 12/31/2020

Eileen Blake- Court Clerk effective term 1/1/2020- 12/31/2020

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

Other Acts by the Board

RESOLUTION 2-2020

WHEREAS, the Town Supervisor, Town Clerk, Receiver of Taxes, Highway Superintendent, and Town Justices of the Town are required by law pursuant to Public Officers Law, Section 11(2) to an undertaking which shall remain in full force and effect until the expirations of their term of office, the termination of their employment, or the further resolution of this Town Board; and

WHEREAS, the Town Board by prior resolution (46-2019 Insurance Services) has determined it is more beneficial and economical to provide the undertakings by a blanketed bond; and

NOW, THEREFORE RESOLVED, that all officers and/or employees of the Town will be bonded by a blanket bond in the amount of \$10,000 except that the following positions will carry additional surety bond in the amount of:

- Court Clerk: \$20,000
- Supervisor: \$150,000
- Secretary Supervisor: \$150,000
- Tax Collector \$125,000

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 3-2020 PROCUREMENT POLICY – annual review required. Our policy does include the piggyback law. No known law changes. Board wants all quotes to be attached to the vouchers to show they meet the policy and cannot be submitted to the board without it.

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Town to adopt and review internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103, or any other law; and

WHEREAS, comments have been solicited from those Officers of the Town involved with procurement; and

RESOLVED that the Town of Groveland has reviewed said adopted policy and make no additional changes to the procurement policy that is intended to apply to all goods and services which are not required by law to be publicly bid.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 4-2020 TO NAME/LIST IT TECH – We have utilized OnSite Computers - Tony Testa for several years and continues to meet our cost and availability. No rate change as still \$50 per hour.

WHEREAS this town board does hereby recognize the need for ongoing Computer support for town offices in conjunction with the Town Information Technology Policy to provide updates, user training and troubleshooting such potential needs; and

RESOLVED the Town name OnSite Computer Repair for all towns IT services and accept the contract dated December 18, 2019 for a 1 year term with a billable rate of \$50 per hour.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 5-2020 INVESTMENT POLICY – annual review required. Supervisor Carman doesn't see any major changes.

WHEREAS under General Municipal Law Section 39, this town board does hereby adopt a Town Investment Policy to invest public funds that will be reviewed annually by the Supervisor in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town; and

RESOLVED the Investments of the Town of Groveland shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Such Policy will be kept on file with the Town Clerk's.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 6-2020 IT POLICY REVIEW – no changes.

WHEREAS pursuant to State Technology, Law, Section 208 this town board has reviewed the towns Information Technology Policy that covers a multitude of computer use, equipment, email and internet use, and breach notification policy to help ensure government compliance, foster positive employee relationships; and

RESOLVED this IT Policy will contribute to the overall success of the town in delivering services to the public effectively, efficiently and safely. Such Policy will be kept on file with the Town Clerk's.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 7-2020 PUBLIC ACCESS FOIL POLICY – The policy is required for open meetings law. No changes to the law.

WHEREAS pursuant to Public Officers Law, Section 89 this town board has reviewed the towns Public Access Foil Policy that covers information concerning the procedures by which records may be obtained; and

RESOLVED with the Public Access Foil policy designates the Town Clerk as the records access officer to be responsible for insuring appropriate agency response to public requests for access to records with the policy being on file in the Town Clerk’s office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 8-2020 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually.

WHEREAS this town board has reviewed the Handbook known as Town of Groveland Employee Handbook to help ensure government compliance, foster positive employee relationships; and

RESOLVED this Handbook will contribute to the overall success of the town in delivering services to the public effectively and efficiently. Such Handbook will reflect the changes and be kept on file with the Town Clerk’s office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 9-2020 WORKPLACE POLICY – This policy was required by law and implemented in 2015. A date needs to be set for the mandatory training as the Town Clerk will send out when a date is announced, along with policy for the training date.

WHEREAS to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program this town board has reviewed the towns Workplace Violence Policy that is designed to identify the risks of workplace violence to which our employees could be exposed; and

RESOLVED with the Workplace Violence Program hereby designates the Town Clerk as the contact person along with the Highway Union Representative to be responsible for reporting and filing forms along with setting up training programs; such policy being on file in the Town Clerk’s office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 10-2020 OFFICIAL NEWSPAPER ADVERTISEMENT – Discussion: as Open Meeting Laws requires to place as much information to the website, but it does not replace the law to declare it to be used as an official publication. The Town Clerk does post what she can to the towns website on a regular basis. The Board took the following action:

WHEREAS, Section 64 of NYS Town Law may designate a newspaper regularly published in the town, now therefore be it

RESOLVED, that the Groveland Town Board make the Livingston County News as its official publication.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 11-2020 CREDIT CARD USERS –The use of having credit cards is to expedite regular business that accounts cannot set up direct billing. The Board took the following action:

WHEREAS, all credit card purchases must be submitted with a tax exempt and with a receipt attached to a voucher for payment, and

WHEREAS, any employee making an unauthorized credit card purchase will be required to make restitution to the Town within 10 days, and

WHEREAS, the use of each purchase must meet within the adopted budget, now therefore be it

RESOLVED, by the Groveland Town Board to make the following list of cards and users as follows:

<u>Five Star -Visa:</u>	<u>Wegman’s - \$500 limit</u>	<u>Walmart Tax Exempt Card</u>
D. Mark Caldwell	Kimberly Burgess	Kimberly Burgess
William Carman	Extra card –Town Clerk office	Extra card –Town Clerk office
Kimberly Burgess		

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 12-2020 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks; Justices utilize Steuben Trust, Town Clerk with Five Star Bank along with the Supervisor. He has obtained pledges from Five Star accounts to cover his accounts that will exceed the FDIC limits of \$250,000.

WHEREAS, Section 64 of NYS Town Law provides that the town board shall designate the official bank of the town, and

WHEREAS, the following banks institutions as desired by town offices to serve as the official banks of the Town of Groveland for the year 2020 as Five Star Bank and Steuben Trust, and

WHEREAS, both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts; and

WHEREAS, with Five Star Bank providing pledges to cover collateral over the \$250,000 FDIC; therefore be it

RESOLVED, that the Groveland Town Board does hereby designate the following banking institutions as the official banks of the Town of Groveland for the year 2020 as Five Star Bank and Steuben Trust banks both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 13-2020 ACCOUNTING CONTRACT – It is the Supervisor Carman’s desire to continue utilizing LaDelfa, Schoder & Walker as the official accountant; they have provided improved accountability. Contract matches the budgeted amount.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the 2020 contract and accepted the bid with LaDelfa, Schoder & Walker Associates and Payroll Services contract now therefore be it;

RESOLVED this Town Board does hereby accept the Bookkeeping and Payroll Services contract as written of \$12,800 for bookkeeping services & payroll services.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes, 1 abstain. Roll Call Votes: Supervisor Carman, abstain; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 14-2020 NEWSLETTER – Supervisor Carman would like to continue publishing at a newsletter if time allows him. He is willing to continue if the board feels worth doing and may do more if the budgets allow.

WHEREAS, the newsletter has been helpful to the public, now therefore be it

RESOLVED, Groveland Town Board authorizes Supervisor William E. Carman to continue the town newsletter that reflects the approved 2020 budget line in communications.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 15-2020 MILEAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates which ended in 2019 at .58 cents per mile. Any reimbursement has to meet the vehicle use policy stated in the employee handbook.

RESOLVED, the Groveland Town Board accepts the mileage reimbursement rate to be used by Town of Groveland employees in conjunction with the Vehicle Use Policy listed in the Employee Handbook and the rate to remain consistent with IRS recommendations as they are subject to change throughout the year.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 16-2020 – ADVANCE PAYMENT – PREPAIDS – Same ones as before. The law does not cover Health Insurance premiums but feel it is detrimental to its staff not to default on.

WHEREAS, Pursuant to Town Law Section 118 (2) to authorize the payment in advance of audit of claims for public utility services, which includes fuel oil by specific definition, postage, freight and express charges. All such claims shall be presented at the next regular meeting for Audit; and

WHEREAS, this board also recognizes the need to do advance payments for the Health Insurance coverage; and

RESOLVED, the listed above prepays will contribute to the overall success of the town in delivering services to the public and its employees effectively and efficiently. The health and welfare of its employees are important to the everyday flow.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 17-2020 NYS RETIREMENT STANDARD WORK CREDITED HOURS – newly elected must fill out calendars and those reelected should review and recertify. If any new or recertifying at the first regular meeting held after the first 180 days of a new term or whenever a new elected or appointed office is established. The secretary or clerk of the governing board must publicly post the resolution for at least 30 days after adoption, which will be in June. It can be any number between 6 and 8 example 6.25 hours.

WHEREAS, this standard will not affect the actual hours worked by employees; and

WHEREAS, the standard for each position has to be a minimum of (6) six hours and no more than (8) eight hours; and

WHEREAS, the Groveland Town Board has set the standard retirement workday per position, as set forth in NYS Retirement Law Section 315, now therefore be it,

RESOLVED, the following hours for retirement system is set as the standard work hours for each position, the list is established for retirement purposes only

<u>Position</u>	<u>Standard Retirement Hours</u>
M.E.O.	8
Temp or Part-time Highway	6
Clerk to the Town Justice	7
Court Clerk	6
Town Board Councilman	6
Highway Superintendent	8
Town Clerk	6.5
Supervisor	6
Town Justice	6
Zoning/Code Enforcement Officer	6
Assessor	6
Attorney	6
Deputy Supervisor	6
Clerk/Secretary-Part-time	6
Planning/ZBA members	6

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 18-2020 ADOPT A FEE SCHEDULE – fee schedule is for General Office, Code and Cemetery transactions. Most recommendations come from Code Enforcement Officer, Ron Maxwell. There were no recommendations for any changes. Cemetery contract comes up in March and could see changes in that area around that time.

RESOLVED, the Groveland Town Board adopts the 2020 Fee Schedule as follows

Cemetery, Code Enforcement Fee Schedule for Building & Zoning Permits, & Applications

1. Single Family Dwelling	.20/sqft min. \$50.00
2. Multiple Family Dwelling	.20/sqft min. \$50.00
3. Additions – as per occupancy	
4. Alterations – as per occupancy	
5. Basement, Foundation, Crawl Space, only	\$50.00
6. Plumbing or Electric Permit	\$50.00
7. Garage – Attached or Detached	.10/sqft min. \$25.00
8. Porch & Deck	.10/sqft min. \$25.00
9. Accessory Building	.10/sqft min. \$25.00
10. Agriculture Building	\$25.00

11. Chimney; Fireplace; woodstove; Gas appliances, Generator	\$30.00
12. Sign Permit bus.	\$25.00 res. \$50.00
13. Pools incl.	\$30.00 decks not
14. Demolition	\$25.00
15. Commercial – Assembly, Business, Institutional & Mercantile a.) Large Commercial Non Agricultural Impact/Truss Process Fee - \$150+ any applications fees	.20sqft min. \$25.00
16. Soil Erosion Permit – with other permits	\$5.00 w/ permits
17. Soil Erosion Permit w/o other permits	\$25.00
18. Flood Permit	\$5.00
19. Zoning Application – when building permit not required	\$25.00
20. Fuel Tank Removal – per tank gal. gal. gal.	\$25.00 up to 500 \$50.00 up to 5000 \$75.00 over 5000
21. Renewal of Permits – up to 2 renewals	\$25.00 each
22. Temporary Certificate of Occupancy	\$25.00 – 1 st \$50.00 – 2 nd \$75.00 – 3 rd
23. Visual Certificate of Completion	\$50.00
24. Placard/ Do not use or Occupy	\$50.00
25. Work without a Permit	\$30.00
26. Amended Permit Fee	.20/sqft min \$25.00
27. Site Plan Applications – residential	\$50.00
28. Site Plan Application – all but residential	\$75.00
29. Subdivision- Minor – up to 4 lots lot	\$50.00 plus \$10 each
30. Subdivision- Major – 4 or more lots lot	\$100.00 plus \$10 each
31. Wind Tower Applications- Residential/tower Commercial/tower	\$ 75.00 \$150.00
32. Solar Farm – Commercial	\$300.00

33. Solar – Residential & Ag	\$30.00
34. Cell Towers & Modifications	\$75.00
35. Special Use & Variance Applications	\$ 35.00
36. Large Commercial Non Agricultural Impact Process Fee	\$150+ App. Fees
37. Fire Inspections Appt.	\$ 50.00 Missed
38. Attorney/Engineer Fees – reimbursable from applicant contract	Cost to town per w/applicable applications
39. Assessable/Handicap Ramps waived	Variance/Permit fee
40. Return Dishonored Check Fee	\$ 20.00
41. Dog Replacement Tag	\$ 12.00
42. Highway Permit – Road digging	\$100.00

Cemetery Fees through 3/31/2020:

Purchase of single plot/grave	\$ 500
Open/Close for single burial Sunday/Holiday	\$ 450 +\$150
Open/Close for single cremation Sunday/Holiday	\$ 250 +\$150
Foundation Installation Cost	\$ 26.00 per cubic ft. minimum of \$225.00

Cemetery Fees beginning 4/1/2020:

Purchase of single plot/grave	\$ 500
Open/Close for single burial Sunday/Holiday	\$ 475 +\$150
Open/Close for single cremation Sunday/Holiday	\$ 300 +\$150
Foundation Installation Cost	\$ 27.00 per cubic ft. minimum of \$225.00

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 19-2020 POLICY ON PUBLIC ADDRESSING THE BOARD – Town Clerk reported Town Law states it is the Supervisor’s responsibility to set the agenda and is recommended by the Department of State to set a policy. Supervisor stated we have never turned anyone away but if ever an agenda that prompts business meeting flow or controversy this would be reasonable.

WHEREAS, the Town Supervisor shall preside over all meetings of the Groveland Town Board, preserve order and decorum during its sessions and decide all questions of order, and

WHEREAS, anyone wishing to address the board will be granted, and

WHEREAS, if ever an agenda that prompts business meeting flow or controversy this would be reasonable to set three minute time limits to keep the meeting productive, and

WHEREAS, the privilege must be scheduled in advance through the Town Supervisor, if handouts are part of privilege of the floor, handouts must be given no later than noon on the day of scheduled meeting, now therefore be it

RESOLVED, a response may not be given at the meeting and may require a written response by the Town Board or Town’s Attorney if deemed necessary.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 20-2020 TRAVEL & OFFICIAL BUSINESS POLICY –The Employee Handbook does not address in full detail; no known changes except for mileage rates.

WHEREAS, Section 77-c of NYS General Municipal Law whenever a municipality is authorized or required to reimburse its officers, employees, or the volunteer members or officers of the fire department of the municipality, for their actual and necessary expenses for meals in conjunction with travel on official business, the governing board of such municipality may determine by resolution to allow and pay a reasonable per diem allowance for meals in lieu of such actual and necessary expenses, and

RESOLVED, Groveland Town Board has reviewed the Travel & Official Business Policy. Such policy will be kept in the Town Clerk’s office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 21-2020 ENGINEER CONTRACT – Supervisor is in receipt of a renewal contract from Clough Harbour as they bill only for services utilized and have served us well in the past.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2020 Clough Harbour, LLC Engineering contract now therefore be it;

RESOLVED this Town Board does hereby accept the Clough Harbour, LLC Engineering contract as written with billing only as services are utilized and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 22-2020 – TOWN ATTORNEY – This position is an independent contract and have utilized David DiMatteo Attorney’s office located in Perry NY and like their service. In addition to using their office we are members of the Association of Towns which should be utilized when it can be for legal or research to keep cost down.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2020 Attorney for the Town; and

WHEREAS, the contract is desirous of procuring legal service for the town as a needed basis as stated in the contract such services; and now therefore be it;

RESOLVED this Town Board does hereby accept the Retainer agreement with Law Office of David M. DiMatteo and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 23-2020 MEETING DATES – the board discussed that the 7:30 p.m. still works for everyone. Town Clerk will notify all departments and run this notice in the newspaper along with placing it on the town’s website.

WHEREAS, NYS Town Law requires that the town boards of towns of the second class meet periodically to accomplish certain matters such as auditing claims, and

WHEREAS, NYS Open Meeting Law and Public Officers Law both require that reasonable effort be made to hold such meeting in facilities that permit barrier free access for the physically handicapped, now therefore be it,

RESOLVED, that all regular meetings of the Groveland Town Board, throughout the year 2020 will be held at 7:30 p.m. in the Town Hall of Groveland located at 4955 Aten Road with the following schedule:

- | | |
|------------------------------|--|
| THURSDAY – January 2, 2020 | THURSDAY - July 9, 2020 |
| THURSDAY - January 9, 2020 | THURSDAY - August 13, 2020 |
| THURSDAY - February 13, 2020 | THURSDAY - September 10, 2020 |
| THURSDAY - March 12, 2020 | THURSDAY - October 8, 2020 |
| THURSDAY - April 9, 2020 | THURSDAY - November 12, 2020 |
| THURSDAY - May 14, 2020 | THURSDAY - December 10, 2020 |
| THURSDAY - June 11, 2020 | WEDNESDAY - December 30, 2020 |
| | **THURSDAY - January 7, 2021- Organizational – 7:30 P.M. |
| | **THURSDAY - January 14, 2021- Tentative regular meeting |

PLANNING BOARD: will meet on the following dates in the Town Hall, 4955 Aten Road, Groveland at 7:30 P.M.

PLEASE NOTE: Any new business to come before the Board has to be given to the Town Clerk at least **ten days** before the scheduled meeting.

MONDAY - January 27, 2020	MONDAY - July 27, 2020
MONDAY - February 24, 2020	MONDAY - August 24, 2020
MONDAY - March 23, 2020	MONDAY - September 28, 2020
MONDAY - April 27, 2020	MONDAY - October 26, 2020
TUESDAY - May 26, 2020	MONDAY - November 23, 2020
MONDAY - June 22, 2020	

ZONING BOARD OF APPEALS: Meets on the “third” Monday of each month at 7:00 PM “as needed.”

PLEASE NOTE: Any new business that comes before this Board has to be given to the Town Clerk the **Friday** four weeks before the next scheduled meeting. A Public hearing Notice will be published for each required meeting. *Tuesday January 21, 2020 exception due to MLK Holiday

*Tuesday February 18, 2020 exception Presidents’ Day

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 24-2020 ADOPT COMPENSATION SCHEDULE – Proposed scheduled was prepared in line with the approved 2019 budget. The hourly employees have to be announced at this meeting.

WHEREAS, Section 27 of NYS Town Law provides that the town shall fix, from time to time, the compensation of all officers and employees of the town and determine when the same shall be payable, and

WHEREAS, the Groveland Town Board has determined that it is appropriate and timely to set such compensations,

RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2020.

Organizational Salaries Chart: 2020- Town of Groveland

Name	Office	Annual	Disbursed		
		Salary	Yearly	Monthly	Bi/wkly
Bill Carman	Supervisor	5,500			x
Sandra Bean	Supervisor Secretary	5,500			x
Kimberly Burgess	Town Clerk/Collector	22,000			x
Keitha Sleggs	Deputy Clerk/Collector	14.44/hr.			x
Ron Niedermaier	Town Councilman	1,350	Quarterly		
Amy Phelps	Town Councilman	1,350	Quarterly		
William Devine	Town Councilman	1,350	Quarterly		
Steve Atterbury	Town Councilman	1,350	Quarterly		
Mark Bean	Town Justice	9,567		x	
Vacant	Town Justice	9,567		x	
Donald Caldwell	Highway Superintendent	61,877			x
Hwy MEO -FT	Hourly Wage (as set forth in contract)				x

Hwy MEO - PT	MEO part time	\$17.00			x
Highway Dept.	Part-time employee	14.05/hr.			x
David Carman	Town Historian	110	x		
FLDDSO- OPWDD	Cleaning Services	154.44/month		x billed	
Kimberly Burgess	Registrar	360	x		
Dan Stanford	Assessor	12,150			x
Ron Maxwell	Addressing Official	\$35/new add.		By voucher	
Ron Maxwell	Zoning/Code Officer	15,300			x
Kimberly Burgess	Cemetery Sexton	250	x		
Keitha Sleggs	Safety Insp. Sec.	14.44/hr			x
Terri Rider	Asst. Court Clerk	16.53/hr			x
Debra Coburn	Asst. Court Clerk	15.45/hr			x
Eileen Blake	Asst. Court Clerk	13.39/ hr			x
Bill Carman	Budget Officer	200	x		
William Devine	Deputy Supervisor	350	x		
LaDelfa-Walker	Accountant - Payroll	12,800	Quarterly		
Seth Burnette	Planning Board, Chairman	300	x		
Fred Ingalls, Jr.	Planning Board	250	x		
Roxanne Adamson	Planning Board, Alternate	250	x		
Randy Clymo	Planning Board	250	x		
Kathy Gurak	Planning Board	250	x		
Mitje Raschi	Planning Board	250	x		
Diane McMullan	Secretary to Plan & Zoning Board	14.68/hr		By voucher	
Courtney Burnette	Board of Appeals, Chairman	300	x		
Pattie Johnston	Board of Appeals	250	x		
Phil Livingston, Jr.	Board of Appeals, Alternate	250	x		
William Magee	Board of Appeals	250	x		
Peter Dolan	Board of Appeals,	250	x		
Rick Sleggs	Board of Appeals	250	x		
Eric Zeller Doug Meyer Bruce Dehm	Board of Assessment	100	x	plus mileage & \$10.00 /hr for school	

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 25-2020 - EOP/GOP/ HAZARDOUS MATERIALS – Town Clerk will provide 1 certified copies for the Supervisor to turn into the county and one to each department and board member.

WHEREAS, Section 23 of the NYS Executive Law requires local government shall prepare emergency procedures in the event of a crisis, now therefore be it

RESOLVED, that the Groveland Town Board does hereby accept the 2020 updated General Operating Procedure, Hazardous Materials and Emergency Operating Procedure manuals with the updates.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 26-2020 TOWN HALL/OFFICE CLEANING SERVICES – This that and More continue to provide a nice service. Their rates were \$146.52 / per month and proposed to \$154.44/ month.

WHEREAS, the Groveland Town board has opted to renew the existing cleaning contract with This That and More Co.; now therefore be it

RESOLVED, the Groveland Town Board authorize Town Clerk, Kimberly Burgess to renew a one year contract expiring December 31, 2020 for monthly cleaning of \$154.44, to be an annual cost not to exceed \$1,853.28 that reflects in the adopted budget.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RESOLUTION 27-2020 SEXUAL HARASSMENT PREVENTION POLICY- This policy was required by law and implemented in 2018. A date needs to be set for the mandatory training as the Town Clerk will send out when a date is announced, along with policy for the training date.

WHEREAS to meet the requirements of New York State Labor Law Section 201-g and highlights some of the elements that are found within our employee handbook; this town board has reviewed the towns Sexual Harassment Prevention Policy that is designed to prohibit sexual harassment in the workplace;

WHEREAS this town board does hereby adopt a Policy known as Town of Groveland Sexual Harassment Prevention Policy to help ensure government compliance, and foster positive employee environment; and

RESOLVED the Sexual Harassment Prevention Policy hereby designates the Town Supervisor as the contact person to receive complaints either orally or written; such policy being on file in the Town Clerk's office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

TOWN JUSTICE VACANCY- Town Clerk notified the board that she is receipt of a letter of resignation from Justice David Livingston effective 12/31/2019. Town Clerk has notified Livingston County Board of Elections and Livingston County Clerk.

Board discussion: Supervisor Carman has spoken with Jenean Love and she would be willing to serve as a temporary appointment until the next General Election 2020, at that time a new justice may be elected.

A motion by Councilmember Phelps and seconded by Councilmember Devine to appoint Jenean Love to fill the vacancy of Town Justice for the term of 1/1/2020-12/31/2020 with salary of \$9,567.

Other Business

Procedure Audits for Town Clerk, Tax Collection, and Supervisor & Justice - Supervisor stated they are required to be completed by January 20th of each year per NYS OSC as letters were received from our justices as well. Checklists for each department to be utilized. Councilmember Niedermaier and Councilmember Atterbury will audit the court departments on January 9, 2020 at 10am. Councilmember Phelps and Councilmember Devine will audit the Town Clerk/ Tax Collector on January 6, 2020 at 7pm. The Supervisor audit is scheduled for January 9, 2020 at 11am with Councilmember Niedermaier and Councilmember Atterbury.

Town Clerk reported that the NYS Retirement Calendars and/or recertification have been passed out to those required to fill out a 3 month calendar or ROA recertification forms.

Town Clerk distributed Code of Ethics & Disclosure Forms – fill out/return 1/31/19– Required to fill out and list current conflicts even if not on vender list, required to list no change from previous year. All Board members present filled out at the meeting and submitted.

Communications/Reminders:

Supervisor Carman reminded the board the regular meeting is Thursday January 09, 2020 @ 7:30 p.m.

Councilmember Niedermaier inquired if we should begin to think about placing the local law from elected to appointed highway superintendent for the General Election this year with better wording for distance and residency requirements.

Councilmember Devine didn't think many people knew about the proposition on the election ballot.

Councilmember Phelps stated we should notify our residents in the newsletter of discussion of the proposition ahead of the election and the reason behind it.

Supervisor Carman thought there was a need to reevaluate the wording but thought best to do in the last year of term of office and to table discussion with the intention of further review at a later date.

Motion by Councilman Atterbury and seconded by Devine to adjourn the meeting. Motion carried. Meeting adjourned 7:51 p.m. The next meeting will be the regular monthly meeting to be held on Thursday January 09, 2020 @ 7:30 p.m. in the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: January 2, 2020