

The Organizational meeting of the Groveland Town Board was held on Thursday January 6, 2022 at the Town Hall.

Present: Bill Devine, Supervisor; Steve Atterbury, Councilmember; Sandra Bean, Councilmember; John Macauley, Councilmember.

Absent: Amy Phelps, Councilmember

Supervisor called the meeting to order @ 9:01 a.m. Councilmember Atterbury led the pledge to the flag.

A motion by Councilmember Atterbury and seconded by Councilmember Bean to accept the organizational meeting minutes of 12/30/2021 approved as presented. Motion carried.

DISCUSSION POSITION APPOINTMENTS FOR 2022: 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 1-2022 - 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:

Sandra Bean, Deputy Supervisor term expires 12/31/2022

Trista Tozier, Supervisor Secretary term expires 1/1/2022 12/31/2022

Courtney Burnette, Zoning board member term effective – 1/1/2022 – 12/31/2027

Seth Burnette, Planning board member term effective – 1/1/2022 – 12/31/2027

Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/2022

Chairmanship ZBA – Courtney Burnette – 1 year term expiring 12/31/2022

Planning and Zoning Board Secretary- Trista Tozier- 1 year term expiring 12/31/2022

Farmland Advisory Committee Chairman– John Macauley 1 year term expiring 12/31/2022

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/2022

Town Historian – Chelsey Aten– 1 year term expiring 12/31/2022

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/2022

Keitha Sleggs – Deputy Town Clerk – term effective 1/1/2022-12/31/2022

Keitha Sleggs – Code Enforcement secretary – Term effective 1/1/2022 – 12/31/2022

Kim Burgess- Cemetery Sexton Term effective 1/1/2022 – 12/31/2022

Sarah Driscoll – Court Clerk effective term 1/1/2022- 12/31/2022

Deb Coburn – Court Clerk effective term 1/1/2022- 12/31/2022

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

Other Acts by the Board

RESOLUTION 2-2022- UNDERTAKING

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 Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 3-2022 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 made 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 4-2022 INVESTMENT POLICY – annual review required.

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 Atterbury and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 5-2022 IT POLICY REVIEW – Annual review required and last year the board added an addendum for any equipment such as laptops etc that is used off site that would be required prior to issuance of such item.

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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 6-2022 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 Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 7-2022 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually.

The town board decided to wait until next month to review as there are changes potentially coming.

RESOLUTION 8-2022 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 9-2022 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 10-2022 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>Walmart Tax Exempt Card</u>
D. Mark Caldwell	Kimberly Burgess
William Devine	Extra card –Town Clerk office
Kimberly Burgess	

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

RESOLUTION 11-2022 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks; Justices utilize Community Bank, Town Clerk with Five Star Bank along with the Supervisor. 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 2022 as Five Star Bank and Community Bank, 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 2022 as Five Star Bank and Community 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 12-2022 ACCOUNTING CONTRACT – It is the Supervisor Devine’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 2022 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 \$14,000 for bookkeeping services & payroll services.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 3 ayes, 1 abstain. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, abstain. Councilmember Phelps, absent.

RESOLUTION 13-2022 NEWSLETTER – Supervisor Devine 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 G. Devine to continue the town newsletter that is reflected in the approved 2022 budget line in communications.

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

RESOLUTION 14-2022 MILEAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates which is at .58.5 cents per mile beginning January 1, 2022. 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 Macauley and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 15-2022 – 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. The town board also felt that the lease payment for the copier needed to be included previously.

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 along with the Konica Minolta Lease; 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 16-2022 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 Atterbury and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes:

Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 17-2022 ADOPT A FEE SCHEDULE – fee schedule is for General Office, Code and Cemetery transactions. Most recommendations come from Code Enforcement Officer, Ron Maxwell. Ron Maxwell recommended the area highlighted in res to be changed. Cemetery contract comes up in March and could see changes in that area around that time.

RESOLVED, the Groveland Town Board adopts the 2022 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	\$25.00 res. \$50.00
bus.	
13. Pools	\$30.00 decks not
incl.	
14. Demolition	\$25.00
15. Commercial – Assembly, Business, Institutional & Mercantile	.20sqft min. \$25.00
a.) Large Commercial Non Agricultural Impact/Truss Process Fee - \$150+ any applications fees	
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	\$25.00 up to 500
gal.	

gal	\$50.00 up to 5000
gal	\$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/ Placards	\$50.00
24. Work without a Permit	\$30.00
25. Stop Work Order	\$100.00
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	\$ 75.00 \$150.00 Commercial/tower
32. Solar Farm – Commercial	\$150.00
33. Special Use & Variance Applications	\$ 35.00
34. Large Commercial Non Agricultural Impact Process Fee	\$150+ App. Fees
35. Fire Inspections Appt.	\$ 50.00 Missed
36. Attorney/Engineer Fees – reimbursable from applicant contract w/applicable applications	Cost to town per
37. Assessable/Handicap Ramps waived	Variance/Permit fee
38. Return Dishonored Check Fee	\$ 20.00
39. Dog Replacement Tag	\$ 12.00
40. Highway Permit – Road digging	\$100.00
40. Water Fill Station	\$0.25/ 50 gallons

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. a minimum of \$225.00

Cemetery Fees beginning 4/1/2021:

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	\$ 28.00 per cubic ft. a minimum of \$250.00

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

RESOLUTION 18-2022 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 Atterbury and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 19-2022 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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 20-2022 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 2022 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 Devine to sign the agreement.

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

RESOLUTION 21-2022 – TOWN ATTORNEY – This position is an independent contract and have utilized David DiMatteo Attorney's office located in Warsaw 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 2022 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 Devine to sign the agreement.

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

RESOLUTION 22-2022 MEETING DATES – the board discussed that the 9:00 a.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 2022 will be held at 9:00 a.m. in the Town Hall of Groveland located at 4955 Aten Road with the following schedule:

THURSDAY – January 6, 2022	THURSDAY - July 14, 2022
THURSDAY - January 13, 2022	THURSDAY - August 11, 2022
THURSDAY - February 10, 2022	THURSDAY – September 08, 2022
THURSDAY - March 10, 2022	THURSDAY - October 13, 2022
THURSDAY - April 14, 2022	THURSDAY - November 10, 2022
THURSDAY - May 12, 2022	THURSDAY - December 08, 2022
THURSDAY - June 09, 2022	THURSDAY - December 29, 2022
**THURSDAY - January 5, 2023- Organizational – 9:00 A.M.	
**THURSDAY - January 12, 2023- 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 24, 2022	MONDAY - July 25, 2022
MONDAY - February 28, 2022	MONDAY - August 22, 2022
MONDAY - March 28, 2022	MONDAY - September 26, 2022
MONDAY - April 25, 2022	MONDAY - October 24, 2022
MONDAY - May 23, 2022	MONDAY - November 28, 2022
MONDAY - June 27, 2022	

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 18, 2022 exception due to MLK Holiday

*Tuesday February 22, 2022 exception due to Presidents’ Day

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

RESOLUTION 23-2022 ADOPT COMPENSATION SCHEDULE – Proposed scheduled was prepared in line with the approved 2022 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 2022.

Schedule on Attached to back of resolution

Organizational Salaries Chart: 2022- Town of Groveland

Name	Office	Annual	Disbursed		
		Salary	Yearly	Monthly	Bi/wkly
William Devine	Supervisor	6,000			x
Trista Tozier	Supervisor Secretary	5,665			x
Kimberly Burgess	Town Clerk/Collector	23,000			x
Keitha Sleggs	Deputy Clerk/Collector	15.75/hr.			x
John Macauley	Town Councilman	1,350	Quarterly		
Amy Phelps	Town Councilman	1,350	Quarterly		
Sandra Bean	Town Councilman	1,350	Quarterly		
Steve Atterbury	Town Councilman	1,350	Quarterly		
Mark Bean	Town Justice	9,567		x	
Jenean Love	Town Justice	9,567		x	
Donald Caldwell	Highway Superintendent	63,733			x
Hwy MEO -FT	Hourly Wage (as set forth in contract)				x
Hwy MEO - PT	MEO part time (as set forth in contract)				x
Highway Dept.	Part-time employee	15.50hr.			x
Chelsey Aten	Town Historian	110	x		
FLDDSO-OPWDD	Cleaning Services	\$43.56/ week		x billed	
Kimberly Burgess	Registrar	360	x		
Carlton Maxwell	Assessor	12,150			x
Ron Maxwell	Addressing Official	\$35/new add.		By voucher	
Ron Maxwell	Zoning/Code Officer	16,060			x
Kimberly Burgess	Cemetery Sexton	250	x		
Keitha Sleggs	Safety Insp. Sec.	15.75/hr			x
Sarah Driscoll	Court Clerk	16.25/hr			x
Debra Coburn	Asst. Court Clerk	15.75/hr			x
Kolleen Redman	Asst. Court Clerk	22.50/hr.			x
William Devine	Budget Officer	200	x		
Sandra Bean	Deputy Supervisor	350	x		
LaDelfa-Walker	Accountant - Payroll	14,000	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		
Vacant	Planning Board	250	x		
Mitje Raschi	Planning Board	250	x		
Trista Tozier	Secretary to Plan & Zoning Board	15.00/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	200	x		

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

RESOLUTION 24-2022 - 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 2022 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 Macauley and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 25-2022 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 Atterbury and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 26- 2022 CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY- This is a new policy that was mandated by NYS Labor Law and implemented during the COVID Pandemic 2020 and available for review annually.

WHEREAS to meet the requirements of New York State Labor Law has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

WHEREAS this town board does hereby adopt a Policy known as Town of Groveland Continuation of Operations during a Public Health Emergency to help ensure government compliance, and foster positive employee environment; and

RESOLVED the Continuation of Operations during a Public Health Emergency Policy hereby designates the Town's plan in the event the Governor declares a State disaster emergency involving a communicable disease; 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 Macauley and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent

RESOLUTION 27-2022 ASSESSOR APPOINTMENT- Supervisor Devine has notified the board that we are in receipt of an updated resignation for Dan Stanford, assessor. The board had accepted his resignation effective 12/31/2021; however following public officers law the resignation could not be more than 30 days out. Mr. Stanford supplied his updated resignation date via email to the town clerk dated 12/3/2021 for the effective date of 12/31/2021.

The Board has been pleased with the work that Carlton Maxwell, the assessor intern has been doing and he is qualified to be appointed as sole appointed assessor to fill the vacancy created by Dan Stanford.

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 and to meet the requirements of RPTL Section 310, now therefore be it

WHEREAS, the Assessor position is to be filled for the 6 year term beginning October 1, 2019- September 30, 2025 by Dan Stanford who meets the NYS Real Property requirements of a Certified Assessor, resigned the position effective 12/31/2021 leaving the position vacant.

WHEREAS, the Assessor position is to be filled for the remainder of the term to expire September 30, 2025 by Carlton Maxwell who meets the NYS Real Property requirements of a Certified Assessor.

WHEREAS, the rate of pay will be \$12,150 annually at a biweekly pay periods, with four hours dedicated in the town assessor's office weekly.

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.

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

EXECUTIVE SESSION- Supervisor Devine requested to go into executive session for medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal; A motion by Councilmember Bean seconded by Councilmember Atterbury.

Invited Town Clerk Burgess to attend

Entered at 9:51 a.m.

A motion to close by Councilmember Bean seconded by Councilmember Macauley.

Closed with no action taken at 10:26 a.m.

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.

Town Clerk/ Tax Collector audit scheduled for: Immediately following the Organizational meeting January 6, 2022

Performed By Councilmember Atterbury and Councilmember Macauley

Justice Audit scheduled for: January 7, 2022 @ 9 a.m.

Performed By Supervisor Devine and Councilmember Macauley should Councilmember Phelps be unable to attend.

Supervisor audit will be at the regular board meeting January 13, 2022.

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 1/31/22– Required to fill out and list current conflicts even if not on vender list, required to list no change from previous year.

Communications/Reminders: Supervisor Devine stated COVID 19 test kits and KN95 mask will be dropped off to be distributed to town residents. The County received a significant amount less than

anticipated. Town Clerk's Office will be the distribution point, one kit per household and must show proof of residency,

Motion by Councilmember Bean and seconded by Councilmember Macauley to adjourn the meeting. Motion carried. Meeting adjourned 10:40 a.m. The next meeting will be the regular monthly meeting to be held on Thursday January 13, 2021 @ 9:00 a.m. in the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: January 06, 2022