

The regular meeting of the Groveland Town Board was held on Thursday February 13, 2020 at the Town Hall.

Present: Bill Carman, Supervisor; Steve Atterbury, Councilmember; Ron Niedermaier, Councilmember; Amy Phelps, Councilmember

Excused: Bill Devine, Town Councilmember & Deputy Supervisor

Other Town Official's in Attendance: D. Mark Caldwell, Highway Superintendent

Other Attendees:

Supervisor called the meeting to order @7:36 p.m. Supervisor Carman led the pledge to the flag.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier the audited bills be paid. General Fund vouchers numbered 18- 44 for \$ 16,180.99; Highway Fund vouchers numbered 7- 27 for \$ 10,350.96. Motion carried.

A motion by Councilmember Niedermaier and seconded by Councilmember Atterbury to accept the regular meeting minutes 1/9/2020 approved as presented. Motion carried.

Copies of the Town Clerk & Supervisors monthly financial reports. The supervisor financial report with monthly statement of all money received and disbursed. Councilmember Atterbury and seconded by Councilmember Niedermaier to accept both financial reports. Motion carried.

Information handed out/or acknowledged:

1. Food Pantry collection box is located at the town
2. Groveland Fire Dept. Pancake breakfasts- second Sunday of the month

Old/New Business

HIGHWAY REPORT- Highway Superintendent stated the highway crew has been cutting trees and taking stumps out on Bennett Hill Road and Bath Road for about three weeks. They have also been busy the first week in February plowing and sanding with the storms that have passed through the town.

Highway Superintendent has placed master shut off switches on all plow truck except for one as they are waiting for parts to come in to finalize that truck. The loader at the gravel pit has been serviced with new tires installed this week.

The town is in receipt of a check of the items that had been surplus and sold at auction the end of 2019.

Supervisor followed up from last month's meeting regarding David Gray Hill Road. Highway Superintendent Caldwell stated due to the weather he has not been able to do much regarding the road. Supervisor Carman had contacted the town attorney to research solutions available to the town. Supervisor Carman will notify the board when he has more information.

Supervisor Carman stated he has been approached by the Town of Sparta to see if the town would be interested in purchasing a small parcel our town stores gravel on. The Town of Sparta is looking to sell that small parcel.

Board discussion: All agreed that it depends on the cost and tax impact Groveland will see with the purchase. Highway Superintendent Caldwell stated that it would be nice to continue to have if possible.

Supervisor Carman will keep the board updated.

UPDATE TO TOWN ZONING LAW- Supervisor Carman passed out the updated Town Zoning Law the Planning Board had presented for board approval to update the existing Town Zoning Law.

Board discussion:

Councilmember Phelps stated that with the amount of districts there are different setbacks for each district, could be difficult for enforcement and understanding the setbacks.

Supervisor Carman stated that he would like to review further next month and asked board members to review their Zoning Law that the board discussed at tonight’s meeting prior to the March meeting.

Supervisor Carman would like if any board member has questions to please provide in an email to Town Clerk prior to the March board meeting. Supervisor Carman stated that if there are changes by the board we can send back to the Planning Board to make the changes and we can provide them in electronic form.

RECORDS RETENTION – RESOLUTION 30-2020- Records Management Officer, Kimberly Burgess prepared an authorization sheet with records that have met or exceeded the retention schedule in accordance to the MU-1 schedule. Board reviewed list with no objections of items to be destroyed.

Town of Groveland - Records Disposal Authorization Sheet- Resolution 30-2020				
Records Series	Dates of Records	Schedule Item	Retention	(P) Paper or (E) Electronic
Final Assessment Rolls - copies	2009-2015	Assessment Roll/Tax Roll 1.[593]	3 yrs. after filing	Paper
Tentative Assessment Rolls - copies	2014-2015	Assessment Roll/Tax Roll 1.[593]	3 yrs. after filing	Paper
Tax Receipts	2013	Tax Collection 1.[595]a	6 years	Paper
Dog License Reports	2013	Dog Reports 6.[167]a	6 years	Paper
Abstracts	2013	General 11.[255] 1.[245]	6 years	Paper
Vouchers	2013	Claims and Warrants 1.[275]	6 years	Paper
Tax Collection Reports	2013	Tax Collection 1.[595]a	6 years	Paper
Town Clerk Banking	2013	Fiscal 1.[263] 2.[254] 3.[265]	6 years	Paper
Town Clerk Report	2013	Fiscal General 3.[247]	6 years	Paper
Supervisor Banking	2013	3.[247]	6 years	Paper
Vehicle Routine, Scheduling and Usage records		Vehicle 17.[489]a	0 after no longer needed	Paper
Insurance	2013	Insurance policy 4.[299]	6 yr. after expiration or until the report on examination is filed	Paper
Personnel/Civil Service	1994-2013	27.[748] c.	1 yr.	Paper
Records Management Officer: Kimberly Burgess Date: 02/13/2020				
Destruction & Signature Certified by _____ Date: / /2020 with Quarterly Onsite Shredding by Shred-IT				
Town Board Review Date: 02/13/2020				
The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Niedermaier and seconded by Councilmember Phelps and the results were carried with 0nay, 4 ayes.				
Roll Call Votes: Supervisor Carman, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye. Councilmember Devine, absent.				

CEMETERY SERVICE CONTRACT DUE FOR RENEWAL – RESOLUTION 31-2020- Town Clerk is in receipt of Snyder’s letter with minimal rate increases with the addition of overtime charge of \$100/ hour for funerals that arrive after 3:30pm. Their contract expires March 31, 2020 and renews annually.

New Rates Effective April 1, 2020 – March 31, 2021

Cemetery Fees:	Public	Town
Purchase of single plot/grave	\$ 500	\$0
*Charged to person		
Open/Close for single burial +\$150 Sunday/Holiday	\$ 475	\$ 375
Open/Close for single cremation +\$150 Sunday/Holiday	\$ 300	\$ 200
Foundation Installation Cost per cubic ft. a minimum of \$225.00	\$ 27.00	\$0
* Charged to person		

Overtime Charge for funerals that arrive after 3:30 p.m.

\$100.00/ hr

\$0

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed 2020- 2021 Snyder Brothers Cemetery Service contract; and

WHEREAS, the Town Board is desirous of cemetery service for taking calls, selling plots, mapping plot owners, grave opening and closing and grading and seeding; and; now therefore be it

RESOLVED, this Town Board does hereby accept the Snyder Brothers Cemetery proposal to service Lake View Cemetery from April 1, 2020 and expires March 31, 2021 with Grave pricing to the town include open and closing: Adult \$375, Child \$375, Stillborn \$200, Cremated remains \$200, Welfare \$375, Holiday & Sunday burials an additional charge of \$150, Foundation Installation is \$27.00 per cubic foot with a minimum of \$225, Overtime charge for funerals arriving after 3:30p.m. and now therefore further be it;

THEREFORE FURTHER BE IT RESOLVED, that either party may terminate this agreement within a written notice to the other party within 90 days said to prior end of said contract.

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

REAPPOINTMENT SECRETARY & ZBA MEMBER- RESOLUTION 32-2020- PB & ZBA Secretary, Diane McMullan and ZBA member, William Magee were reappointed at the organizational meeting in January but was unable to sign the oath of office within 30 days of the appointment.

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:

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

Diane McMullan, PB and ZBA Secretary term effective 1/1/2020-12/31/2020

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

REVISED CLEANING CONTRACT- RESOLUTION 33-2020- A bill was received from FLDDSO for January cleaning services and it was noticed that it did not match the contract that was approved at the Organizational meeting in January 2020. Town Clerk contacted coordinator and it was explained the contract forgot to include the minimum wage increase for the workers. A new contract has been provided to the town for consideration.

Board discussion:

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 \$155.76, to be an annual cost not to exceed \$1,869.12 that reflects in the adopted budget.

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

AMBUSCADE PARK– Supervisor Carman inquired with Councilmember Niedermaier on progress regarding the fence line at the park.

Councilmember Niedermaier has met with the Thompson family and has worked through their easement concerns. The town attorney can create a document regarding easements for the Thompson family.

Councilmember Niedermaier has been working with the Thompson family regarding the ADA parking area the town would like to purchase next to the pavilion being built. Councilmember Niedermaier contacted the town assessor to inquire as what value the area the town would like to purchase would be values at and gave the amount to the family. The Thompson family will need to discuss the proposal further along with their requests they have for the town. Councilmember Niedermaier will keep the board updated.

Councilmember Niedermaier also stated that he has not received a quote for seamless gutters from Callan Construction, he has contacted Aman Roofing and the town should be receiving a quote soon from their business for the seamless gutters.

WATER FILL STATION- DASNY SAM GRANT- Supervisor Carman notified the board that the town has been approved for the DASNY SAM grant for the water filling station. The next step would be to sign the agreement outlining the terms of the grant. The grant was approved for \$61,000 for the water fill station.

A motion by Councilmember Phelps and seconded by Councilmember Atterbury to authorize Supervisor Carman to sign the agreement for the DASNY SAM Grant. Motion carried.

Supervisor Communication:

Supervisor Carman, Eric Weis, from CPL Jeffrey R. Smith, President of Municipal Solutions and Matthew Smith, Associate of Municipal Solutions met Wednesday February 12, 2020 to discuss the potential water district. CPL and Municipal Solutions will be providing a timeline of what to expect as it relates to the potential water district. Supervisor Carman asked for a monthly update regarding this project as many residents have inquired and he was unable to update them due to a lack of communication, he addressed this at the meeting as well. Supervisor Carman also gave his input to Mr. Weis regarding the best route for a transmission line that LCWSA has an approved grant that is within the town.

Town Justices have received confirmation that they have been approved for the JCAP ADA accessible door opener. The justices are working to see if they can still accept the grant to complete at the lower cost as the grant stipulated the town would have to pay for a portion of the work. The board declined to assist in the cost of the opener at a previous meeting. Justices will keep us informed of their progress if they can move forward.

A motion by Councilmember Atterbury and seconded Phelps to allow justices to move forward with the installation of the ADA accessible door openers if they can get approval through the JCAP Grant with the town contributing a smaller portion towards the door opener.

A Letter was sent to Mr. Comer that the town cannot do spot zoning following attorney's recommendations and he would need to apply for a use variance for a change.

Supervisor Carman notified the board that following last month's discussion of a moratorium he asked the Planning Board to discuss and he also forward all information to the town attorney. Supervisor will have Attorney DiMatteo prepare necessary items for the moratorium once the Planning Board gives their final decision regarding the moratorium.

Other Communication:

Town Clerk emailed letters to Planning and Zoning Board members that were in need of credits.

Roger Johnson contacted the town regarding placing a picture/ plaque of the Veterans Memorial in the town hall. Town Clerk passed around wording for the plaque that was created.

Board discussion: All agreed that it was a great idea and to move forward with the creating a plaque. Town Clerk will contact American Custom Engraving for their expertise in this area.

Councilmember Niedermaier attended the Planning Board meeting on January 27, 2020 as Sparta Farm Conservancy grant was on the agenda. Councilmember Niedermaier stated the board had a lot of question for Mr. Halladay the representative for Genesee Valley Conservancy regarding the conservancy grant Sparta Farms was applying for. Councilmember Niedermaier feels that maybe they should create a template of questions prior to the meetings that deal with conservancy grants so that the conservancy representative can be prepared as some question did go unanswered.

Board agreed with Councilmember Niedermaier and asked that he make the recommendation to the Planning Board Chairman.

A motion by Councilmember Phelps and seconded by Councilmember Atterbury to adjourn the meeting. Motion carried. Meeting adjourned at 8:57 p.m. The next meeting will be the regular meeting March 12, 2020 @ 7:30 p.m. at the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: February 13, 2020