

The regular meeting of the Groveland Town Board was held on Thursday April 8, 2021 at the Town Hall and via teleconference allowable per executive order 202.1 from Governor Cuomo, meeting is to be recorded and transcribed.

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

Other Town Officials:

Other Attendees: R. Boughton, C. Lawrence

Supervisor called the meeting to order @ 6:27 p.m. Supervisor led the pledge to the flag.

A motion by Councilmember Devine and seconded by Councilmember Niedermaier the audited bills be paid. General Fund vouchers numbered 68 -92 for \$ 13,042.63; Highway Fund vouchers numbered 48- 63 for \$6,471.31 and Fire District Fund vouchers numbered 1 for \$116,902.67. Motion carried unanimously.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to accept the regular meeting minutes of 3/11/2021 approved as presented. Motion carried unanimously.

Supervisor forwarded copies electronically of the Town Clerk & Supervisors monthly financial reports. The supervisor financial report with monthly statement of all money received and disbursed. Councilmember Niedermaier and seconded by Councilmember Devine to accept both financial reports. Motion carried unanimously.

Information handed out/or acknowledged:

1. Food Pantry Box- located in the town hall
2. Tax collection closed out with 44 unpaid properties

Old/New Business:

Eagle Scout Project- Rowan Boughton requested privilege of the floor to discuss further his Eagle Scout project.

Mr. Boughton has been approved by his council to move forward with the project he presented to the town board and the next step is funding. Mr. Boughton will be requesting donation from local businesses but inquired if the town was willing to donate towards the kiosk build.

Councilmember Devine stated that it would be a better idea for Mr. Boughton to go get the donations he can first from the local area businesses and then come back to the town and the town will reevaluate after he has obtained donations.

Councilmember Niedermaier inquired about the graphics that Mr. Boughton was intending in utilizing in the kiosk, and wondered if a frame under the pavilion would work better. Mr.

Boughton stated he is still researching the best type of material for that and the best with longevity. His intention was to utilize the Sullivan campaign idea and get assistance from the Livingston County Historian potentially for mapping idea.

Councilmember Atterbury and Phelps both stated that as an Eagle Scout project the scout needs to take the lead on the project and any changes would require the scout to go back to council for approval, the kiosk is already approved. All board members agreed to continue to move forward with the kiosk

Mr. Boughton asked where the town would like the kiosk to be placed and if there are any requirements for code purposes that he would need to know.

Supervisor Carman stated that he will make sure that they utilities are all staked out and the placement of where the board would like the kiosk to be. Supervisor Carman just requested 1 week notice for stake out purposes.

Mr. Boughton thanked the board for their time and would keep the board updated of his donation amounts with potential start date.

Supervisor thanked Mr. Boughton for his time.

MILEAGE: Supervisor Carman stated the board requested the Justices come up with a proposal last month as it relates to the use of personal cars instead of the town provided car and provide it to the board this month. Town Justices have requested to postpone their mileage request with the ability to review with the board at a later date.

DAVID GRAY HILL ROAD DISCUSSION- Supervisor Carman updated the board that Mr. Warner is in agreement to close the road with allowing him road frontage at the bottom of David Gray Hill Road. This followed the recommendation of Code Officer Maxwell for future use of the property. Supervisor Carman has contacted Barry Carestio to have the area surveyed and will have attorney DiMatteo proceed with the necessary steps for proper road closure once all necessary steps have been met.

CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY- Last month the board received the draft policy and it was given to the union for their review and comments. Supervisor Carman asked for the board comments and changes.

Board Discussion: Board requested that Supervisor Carman follow up with County Administrator Coyle in regards to PPE availability for essential workers as stated in #4 of draft policy.

Board also requested that Town Board be added as Essential to policy. Further discussion of draft policy next month.

RECORDS RETENTION – RESOLUTION 34-2021- Records Management Officer, Kimberly Burgess prepared an authorization sheet with records that have met or exceeded the retention schedule in accordance to the LGS -01 schedule. Board reviewed list with no objections of items to be destroyed.

Town of Groveland - Records Disposal Authorization Sheet- Resolution 34-2021				
Records Series	Dates of Records	Schedule Item	Retention	(P) Paper or (E) Electronic
Tax Receipts	2014	Tax Collection 1047 CO2 658, MU 1 595, ED1 287, M11 529 - tax collection records	6 years	Paper
Tax Collection Reports	2014	Tax Collection 1047 CO2 658, MU 1 595, ED1 287, M11 529 - tax collection records	6 years	Paper
Abstracts	2014	Fiscal- General Accounting & Misc. - 502 CO2 277, MU1 245, ED1 95, M11 199 - General ledger	6 yrs.	Paper
Vouchers	2014	Fiscal: Claims & Warrants - claim for payment 495 CO2 308, MU1 275, ED1 121, M11 229 AND Fiscal: Purchasing - 547 CO2 599, MU1 561, ED1 259, M11 498 - Purchasing file	6 yrs.	Paper
Compact of Towns contract	1998-2010	General Administration - Legal - Legal agreement- 32 CO2 6, MU1 6, ED1 6, M11 6	6 yrs.	Paper
Board of Elections communications	2007-2018	Election - 373 MU1 186, ED1 79, M11 150 - Informational Records received from County Bof E	0 after superseded or ob.	Paper
Board of Assessment Review member	1990-2016	General- Training - 81 CO2 722, MU1 655, ED1 400, M11 585 - Training course information records (b)	0 after superseded or ob.	Paper
Fixed Assets	2010-2013	Public Property & Equip. - Property inventory records - 814 CO2 521, MU1 484, ED1 247, M11 421	6 yrs after superseded	Paper
Ambulance contracts	1977-2013	General - Legal - 32 CO2 6, MU1 6, ED1 6, M11 6 - Legal agreement	6 yrs. After exp or term.	Paper
Dog Identification and Control	2014	Dog Identification & Control: 331 CO2 223, MU1 167, - Reports	6 yrs.	Paper
Fire Safety Records	2012-2016	Public Property & Equip. 813 CO2 520, MU1 483 M11 420 fire safety records, a.	s. Or until violations corre	Paper
Insurance Policies	2013-2014	Insurance: Insurance Policy 579 CO2 328, MU1 299, ED1 153, M11 249	6 yrs.	Paper
Fiscal: Banking & Investments	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Conesus Lake Water District	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Glenwood Cemetery	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Health Account	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Trust and Agency Acct	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Highway Checking	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Justice Account	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Voided Checks/ Supervisors	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
General Checking	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
General MM	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Highway MM	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Lakeview Cemetery	2014	Banking Communications: 475 CO2 296, MU1 263, ED1 109, M11 217	6 years	Paper
Correspondence Vital Records	2014	Blue Book - Vital Registrar Manual - General Vital Records Correspondence - VIT-07 - copies	6 years	Paper

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Phelps and seconded by Councilmember Devine 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 35-2021- Bond Counsel Water District #1- Supervisor Carman received bond counsel information from Hodgson Russ LLP for the potential water district as it will be required for the water project.

Board Discussion: All agreed to place on retainer in preparation of potential water district passing.

WHEREAS, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, pursuant to Governor Andrew Cuomo’s Executive Orders put in place in consideration of the COVID-19 pandemic and the guidelines put in place during Phase of New York Forward, said meeting was held in accordance with social distancing protocol and face coverings were worn by all Board Members and public attendees; and

WHEREAS, the Town of Groveland is working towards the establishment of Water District No. 1 to provide safe and reliable potable water supply and fire protection to property owners within the proposed water district; and

WHEREAS, the total capital project cost for said water district is \$6,405,000, which will be reduced by a USDA Rural Development grant of \$2,882,250, leaving a total debt of \$3,522,750 to be financed through a Rural Development loan which will require bond counsel

services for the adoption of a bond resolution; and

WHEREAS, the Town Board has fully reviewed the information submitted by Hodgson Russ, LLP to provide bond counsel legal services for this project; and

WHEREAS, the Town Board of the Town of Groveland feels it is in the best interest of the Town of Groveland to retain the services of Hodgson Russ, LLP in accordance with the proposal submitted.

NOW ON MOTION OF Councilmember Phelps which has been duly seconded by Councilmember Devine, now therefore, be it

RESOLVED, that the Town Board of the Town of Groveland hereby retains bond counsel services of Hodgson Russ, LLP relative to Water District No. 1 of the Town of Groveland; and be it further

RESOLVED, by the Town Board of the Town of Groveland to authorize and empower William E. Carman, Supervisor of the Town of Groveland to execute and enter into a Retainer Agreement with said entity.

Ayes: 5

Nays: 0

Supervisor communication:

Potential Water District- Petition carriers are out obtaining signatures from those in the potential district. The petition is to be returned to the town clerk by April 16, 2021.

Zoom- Supervisor Carman stated that currently our town is fully open and with ages 16 and over eligible for the vaccine Supervisor is confident that we can safely open our meeting without having to utilize zoom and have it all in person following the CDC guidelines.

Board Discussion: All in agreement with Supervisor.

A motion by Councilmember Phelps and seconded by Councilmember Niedermaier to cancel zoom and proceed with future town meeting in person following CDC guidelines. Motion carried unanimously.

Youth Summer Rec program- Looks like they are moving forward with the rec program. There is a registration fee per child that the YMCA charges per week per child. This fee has been since the YMCA has started the program.

HSA Request- Supervisor has had a request regarding HSA contribution as it relates to a member of the union. Supervisor would like to contact the town attorney and discuss prior to any discussion amongst the board but wanted the board to be aware that a request has been made.

A motion by Councilmember Phelps and seconded by Councilmember Niedermaier supporting Supervisor Carman's attorney discussions it pertains to HSA. Motion carried unanimously.

Other Communications:

Councilmember Niedermaier- Stated they he contacted BOCES to see about the finalization of the pavilion. He spoke with Vince McKeown who work with the building trades at BOCES. Their anticipated start date is the last week of April first week of May.

Supervisor Carman stated that once the Highway Superintendent return they will start working on the septic ASAP.

Councilmember Niedermaier inquired about sealing the concrete pad under the pavilion. Supervisor stated he will speak with the Highway Superintendent to find out if that has been done or if it still needs to be completed.

Tables have been placed at Ambuscade park pavilion that have been donated by the Dolan and Linsner Families. Town Board requested a thank you from the town be sent to them for the generosity.

Town Clerk was contacted by the County historian that they would like to utilize Ambuscade Park as part of their geocaching trail in celebration of the Livingston County Bicentennial along with Williamsburg Cemetery. Town Clerk spoke with the Highway Superintendent about the use of the cemetery and that site is useable for their event launch in June but wanted the board decision in regards to the use of the park as it is still yet finalized.

Board discussion: Town Board requested to allow the use of the park and to notify the town when the geocaching will begin in case the pavilion or any areas need to be closed the town can close prior to their start date of their event. Town Clerk will notify it is ok to go ahead.

A motion by Councilmember Phelps and seconded by Councilmember Atterbury to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:33 p.m. The next meeting will be the regular meeting May 13, 2021 @ 6:30 p.m. at the town hall and is open to the public. Motion carried unanimously.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: April 08, 2021