

The regular meeting of the Groveland Town Board was held on Thursday March 11, 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: D. Mark Caldwell, Highway Superintendent

Supervisor called the meeting to order @ 6:32 p.m. Supervisor led the pledge to the flag.

A motion by Councilmember Phelps and seconded by Councilmember Niedermaier the audited bills be paid. General Fund vouchers numbered 44-67 for \$10,235.63; Highway Fund vouchers numbered 29- 47 for \$20,278.73 and Water Fund vouchers numbered 1 for \$37,110.00. Motion carried.

A motion by Councilmember Niedermaier and seconded by Councilmember Phelps to accept the regular meeting minutes of 2/11/2021 approved as presented. Motion carried.

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 Devine and seconded by Councilmember Niedermaier to accept both financial reports. Motion carried.

Councilmember Atterbury entered the meeting at 6:42 pm

Information handed out/or acknowledged:

1. Food Pantry Box- located in the town hall

Old/New Business:

HIGHWAY REPORT- Highway Superintendent Caldwell stated the crew has been cutting trees on Wise Road to prepare to widen the road in the narrowest areas, along with filling a large wash out on Logan road utilizing concrete spoils from Spallina Concrete at no charge to the town. Spallina will notify when they have more spoils to utilize.

The crew has been preparing during the warm weather the old loader to get ready for sale at auction coming this spring.

Highway Superintendent has placed an order for a new lawn tractor for Lakeview Cemetery. During his research for trading the old lawn mower to trade or sell at auction it was in the best interest of the town to trade in the old lawn mower. The new lawn mower is on NYS contract and will cost the town approximately \$2,450 with the trade in.

Highway Superintendent Caldwell would like to appoint Cody Mettler to the full time position that will be available following Dave Anderson's retirement. Mr. Anderson's last work day will be Tuesday March 30, 2021 and would like to start Cody Mettler on March 29, 2021 at a rate of pay of \$18.00.

A motion by Councilmember Phelps and seconded by Councilmember Niedermaier to appoint Cody Mettler to the full time MEO position with a start date of March 29, 2021 at a rate of pay of \$18.00. Motion Carried unanimously.

DAVID GRAY HILL ROAD DISCUSSION- Supervisor Carman updated the board that he is in receipt of the property owner telephone number along with being in contact with the attorney to resolve the access to the property so the town may proceed with closing a portion of David Gray Hill Road.

RESOLUTION 5-2021 IT POLICY REVIEW- Board reviewed policy at Organizational Meeting 2021 and felt it required a few adjustments to wording in the policy. Adjustments have been made and added an amendment for signing out equipment such as laptops that are on the asset list to the policy.

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 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.

IT DISCUSSION- Town Clerk Burgess has been working with the town's IT professional to update the town's email as the current email is a free version and soon to be obsolete. The town utilizes GoDaddy for their Website, Domain Name and Town Employee email. The annual cost for the current emails in use will be approximately \$700 annually. There would be back up for the new email service as well. There will need to have some upgrade to Highway and Assessor's outlook as the assessor's computer is still utilizing outlook from 2000. The town would need to prepay for 3 year term to obtain the \$700 per year cost for email or the town would not see a cost savings of 30%. The cost for the Domain name and host has maintained with no change in service.

Board discussion: All in agreement that the town needs to upgrade with the times, town board would like the it professional to look at the most current outlook so the town can attempt to remain current and budget in the future for upgrades.

A motion by Councilmember Atterbury and seconded by Councilmember Devine to upgrade the town email to the agreed prepaid amount for 3 years with back up for the email.

JCAP Update- Town Clerk Burgess updated the board the court did not get the JCAP grant that was to be utilized for the updates the camera and alarm system. Currently the town utilizes Doyle Security for alarm monitoring and battery replacement at a cost of approximately \$1380 annual cost. S&G securities will update the alarm system and include monitoring for 1 year for \$1,426. Then the annual cost would be \$720 for monitoring and service which would be a savings of approximately \$660. The town will need to upgrade the current cameras that are in place as the ones that are currently at the town are from 2007 and do not work with the new system that has been installed last month. We can add cameras as needed and within the budget. The town clerk is not attending the town clerk conference in person so a portion of the money from the town clerk budget can be utilized for camera upgrades, Judge Bean is willing to donate his personal time to install the wiring necessary along with the cameras that will connect to the new system we have in place.

A motion by Councilmember Devine and seconded by Councilmember Phelps to cancel Doyle security and sign a contract with S&G for security for the town alarm system.

Personnel Updates- Justice Love requested the board to provide mileage reimbursement for an employee uses their personal vehicle for banking instead of the town provided vehicle. Past practice was there is a vehicle that is provided to do banking by the town but each department head can allow their employee to drive their personal vehicle if they chose to without mileage reimbursement. Supervisor Carman inquired with the board if they wished to allow for mileage reimbursement while there still is a town car available for use.

Board discussion:

Councilmember Phelps- If the staff attached a copy of the deposit slip to their voucher you would have proof of the trip as well for the requested mileage.

Councilmember Devine stated to have employees utilize google maps for mileage to and from for distance but feels that the town offers a car for use. Would like a proposal from justices for implementation of use and Supervision.

Councilmember Atterbury reiterated to allow the employees to use their own vehicle as long as they utilize google maps and provide the distance.

Councilmember Niedermaier inquired if the car doesn't get used now, the town could sell it. Highway Superintendent stated his crew uses it nothing wrong with the car except its age.

Supervisor Carman stated he will contact the Justices to have them come up with a plan as it relates to mileage and how they would implement and Supervise it to present at the next meeting.

Town Clerk Burgess requested the board increase the Deputy Town Clerk's pay to \$15.00/ hour. No change in the town clerk's budget would be needed as there is enough in contractual to cover the minimal increase as there were no pay raises this year due to COVID. The deputy town clerk has stepped in and assisted to see if she was willing to take on the role as Planning and Zoning Board secretary position but has since declined as it would require more time than she would like to commit currently. Town Clerk Burgess has had the conversation with Planning Chairman Burnette and will

begin advertising for position of secretary for Zoning and Planning Boards following town board meeting.

A motion by Councilmember Niedermaier and seconded by Councilmember Atterbury to increase Deputy Town Clerk/ Code Office Secretary, Keitha Sleggs pay rate to \$15.00/ hour.

DEPARTMENT ANNUAL REPORTS – RESOLUTION 33-2021– Town Clerk previously emailed AUD reports previously.

WHEREAS, per General Municipal Law Section 35 the Town Board has met at the time and place at its regular meeting, to review the 2020 annual reports submitted by the Justice Court office, Town Clerk, Code Enforcement and Supervisor's; and

WHEREAS, the Town Clerk stated the Town Annual report was advertised in the official publication;

RESOLVED this Town Board does hereby accept such Annual Reports that reflects with the Town Annual Report of the Town Accounts office from LaDelfa & Associates; fiscal year ending December 31, 2020 and that such 2020 annual reports be adopted, by this Board, be entered in the minutes of the proceedings of this Town Board, except for the AUD will be filed separately in the Town Clerk's office due to its size.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Niedermaier 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.

ASSET LISTS – REVIEW FOR APPROVAL - Town Clerk presented updated lists for each department. This are helpful for tracking purchases or if ever an insurance claim needed to be filed. Each department has reviewed and signed them. Board reviewed and made no changes.

CORONAVIRUS UPDATE- Councilmember Phelps stated most of the cases are still located at the SUNY Geneseo and the focus has been more about the vaccine and getting people vaccinated.

Supervisor communication:

Youth Summer Rec program- Supervisor Carman inquired with the board about approving Groveland portion for the summer youth recreational program to proceed this summer as the Village of Geneseo's Mayor Duff is looking for feedback.

Board discussion:

Councilmember Devine inquired if the Supervisor has heard of what the plan is yet prior to approving.

Councilmember Phelps stated she believed that they used to do a lot of field trips and wondered if that would still happen.

Councilmember Niedermaier stated the cost per child for the timeframe isn't as bad as a summer camp per week.

Supervisor Carman will contact Mayor Duff to get further information prior to approving as the town did budget money for the program in 2021.

Fire Dept Contract expires 2021- Supervisor Carman will be in contact with members of the Groveland Fire Department to begin working on contract as this will need to be finalized prior to the town budget process for 2022.

Potential Water District- Supervisor Carman, Attorney DiMatteo and Eric Weis will meet with the petition carriers to review what is required of them as carriers on March 16, 2021.

CHIPS/ PAVE NY & AIM funding for 2022- Senator Gallivan has sent a request to Legislative leaders in Albany fighting to increase as funding cuts has caused more burden to be placed at the local level.

CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY- Livingston County has approved their policy and sent the policy along to the town to assist in preparing a town policy. A draft policy has been given to everyone for their review and can have further discussion at the next meeting. Supervisor Carman will to work with Liv Co Emergency Management to find out if the town can utilize their PPE stock or if the town have to keep our own stock on hand, thus why currently on page 3 is in red in the policy. Supervisor Carman requested the board review, as a draft copy will be given to the highway union for their review and comments before the board adopts this policy. A request for comments from the union to be due by the next board meeting.

A motion by Councilmember Phelps and seconded by Councilmember Atterbury to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:49 p.m. The next meeting will be the regular meeting April 8, 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: March 11, 2021