

The Organizational meeting of the Groveland Town Board was held on Monday January 2, 2014 at the Town Hall.

Present: Bill Carman, Town Councilman & Deputy Supervisor; John Driscoll, Craig Phelps, James Love, Councilman; Greg Adamson, Highway Superintendent

Absent: None

Other Attendees: None

Deputy Supervisor called the meeting to order @ 7:38 a.m.

DISCUSSION POSITION APPOINTMENTS FOR 2014:

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 1-2014

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 that all will sign the oath of office as required.

William E. Carman Appointed Town Supervisor to fill vacancy expires 12/31/14

John Driscoll, Deputy Supervisor to fill vacancy expires 12/31/14

Kathleen Gurak, Planning member term five years 1/1/14-12/31/18

Farmland Advisory Committee Chairman– Craig Phelps 1 year term expiring 12/31/14

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/14

Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/14

Chairmanship ZBA – Ronald Merrick – 1 year term expiring 12/31/14

Fire Warden – Kevin Niedermaier - 1 year term expiring 12/31/14

Town Historian – Phyllis Dreywood – 1 year term expiring 12/31/14

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/14

Dog Control Officer – Livingston County Department of Dog Control – 1 year term expiring 12/31/14

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

Other Acts by the Board

RESOLUTION 2-2014 UNDERTAKING BLANKET POLICY – New this year came from conference and state auditor suggestion. The amounts do reflect our approved insurance policy.

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 (insurance renewal) 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
Tax Collector \$125,000

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nays 4 aye votes.

RESOLUTION 3-2014 PROCUREMENT POLICY – resolution review required by law No changes.

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 Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nays 4 aye votes.

RESOLUTION 4-2014 TO NAME/LIST IT TECH – TONY TESTA – We have utilized Tony for several years but again the auditor mentioned we should have a contract.

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 23, 2013 for a 1 year term.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Love and seconded by Councilman Driscoll and the results were carried with 0 nay 4 aye votes.

RESOLUTION 5-2014 INVESTMENT POLICY – resolution review required by law as noted from the state auditor.

WHEREAS under General Municipal Law Section 39 this town board does hereby adopt a Town Investment Policy to invest public funds 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 question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Love and seconded by Councilman Driscoll and the results were carried with 0 nay 4 aye votes.

RESOLUTION 6-2014 IT POLICY REVIEW – this is fairly new and no changes are recommended at this time.

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 question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nay 4 aye votes.

RESOLUTION 7-2014 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually. One change is recommended on Section 507.

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 Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nays 4 aye votes.

RESOLUTION 8-2014 OFFICIAL NEWSPAPER ADVERTISEMENT – Discussion: as Open Meeting Laws are pushing to place as much information to the website, it is not an official law to declare it to replace 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 Councilman Phelps and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTUION 9-2014 CREDIT CARD USERS – Discussion that these card holders have not changed from 2013, except for Mr. Merrick turning his Five Star Visa card back and will be shredded. 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:

Wal-Mart/Sam's Club:

Greg Adamson
Sandra Bean – 2cards

Five Star -Visa:

Greg Adamson
Mark Caldwell
Sandra Bean

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLTUION 10-2014 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks.

WHEREAS, Section 64 of NYS Town Law provides that the town board shall designate the official bank of the town, now 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 2014 as Five Star Bank and Steuben Trust.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 11-2014 CLEANING OF OFFICES – Town Clerk reported we have a renewal contract for cleaning services within the Town hall and offices with amounts remaining the same of \$160 on a weekly basis on a biweekly basis.

WHEREAS, the Groveland Town board has reviewed the cleaning contract with Hilltop, the Arc of Livingston-Wyoming; and

WHEREAS, the service provided as been acceptable and reliable, now therefore be it

RESOLVED, the Groveland Town Board authorize Town Clerk, Sandra Bean to sign the a 1 year contract effective January 1, 2014 with 6 months of weekly cleaning at \$160 per week and 6 months of biweekly cleaning services at @ \$80.00 per week not to exceed \$1440 a year.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 12-2014 ACCOUNTING CONTRACT – We have a proposed contract with Baldwin Services and would like to continue their service. They have corrected the errors found in the auditors findings.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2014 Baldwin Business Bookkeeping and Payroll Services contract now therefore be it;

RESOLVED this Town Board does hereby accept the Bookkeeping and Payroll Services contract as written of \$7,000 for bookkeeping services plus \$1,330 for payroll services that reflects with the approved 2014 Budget and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Phelps results were carried with 0 nay 4 ayes votes.

RESOLTUION 13-2014 NEWSLETTER – Supervisor Carman would like to continue publishing at least one newsletter a year, he is willing to continue if the board feels worth doing. The cost is mainly postage.

Carman would like to do at least 2 editions and if budget is close he will cover the cost personally. It was suggested we offer to create it in email format for the community to save postage.

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 2014 budget.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 14-2014 MIELAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates which are also consistent with Livingston County Board of Supervisors. We ended 2013 at .561/2 cents per mile. Effective January 1, 2014 the mileage rate goes down to .56 cents per mile.

RESOLVED, the Groveland Town Board accepts the mileage reimbursement rate to be used by Town of Groveland employees 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 Councilman Phelps and seconded by Councilman Driscoll results were carried with 0 nay 4 ayes votes.

RESOLUTION 15-2014 – 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.

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 prepaids 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 Councilman Phelps and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 16-2014 NYS RETIREMENT STANDARD WORK CREDITED HOURS – newly elected must fill out calendars and those reelected should review and can 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 effect 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, 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
Clerk to the Town Justice	7
Part-time Court Clerk	6
Town Board Councilman	6
Highway Superintendent	8
Town Clerk	6.5
Supervisor	6
Town Justice	6
Assessor	6
Attorney	6
Deputy Supervisor	6
Clerk/Secretary-Part-time	6

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLTUION 17-2014 ADOPT A FEE SCHEDULE – fee schedule is for Code and Cemetery.
Recommendations come from Code Enforcement Officer, Ron Maxwell.

RESOLVED, the Groveland Town Board adopts the 2014 Fee Schedule as follows:

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

- | | |
|---|---------------------------|
| 1. Single Family Dwelling | .20/sqft |
| 2. Multiple Family Dwelling | .20/sqft |
| 3. Additions – as per occupancy | |
| 4. Alterations – as per occupancy | |
| 4. Basement, Foundation, Crawl Space, only | \$50.00 |
| 5. Garage – Attached or Detached | .10/sqft min. \$25.00 |
| 6. Porch & Deck | .10/sqft min. \$25.00 |
| 7. Accessory Building | .10/sqft min. \$25.00 |
| 8. Agriculture Building | \$25.00 |
| 9. Chimney; Fireplace; woodstove; Gas appliances, Generator | \$30.00 |
| 10. Sign Permit | \$25.00 res. \$50.00 bus. |
| 11. Pools | \$30.00 decks not incl. |
| 12. Demolition | \$25.00 |
| 13. Commercial – Assembly, Business, Institutional & Mercantile | .20sqft min. \$25.00 |

14. Soil Erosion Permit	\$5.00
15. Flood Permit	\$5.00
16. Zoning Application – when building permit not required	\$25.00
17. Fuel Tank Removal – per tank	\$25.00 up to 500 gal. \$50.00 up to 5000 gal \$75.00 over 5000 gal
18. Renewal of Permits – up to 2 renewals	\$25.00 each
19. Temporary Certificate of Occupancy	\$25.00 – 1 st \$50.00 – 2 nd \$75.00 – 3 rd
20. Visual Certificate of Completion/ Placards	\$50.00
21. Work without a Permit	\$30.00
22. Site Plan Applications – residential	\$50.00
23. Site Plan Application – all but residential	\$75.00
24. Subdivision- Minor – up to 4 lots	\$50.00 plus \$10 each lot
25. Subdivision- Major – 4 or more lots	\$100.00 plus \$10 each lot
26. Wind Tower Applications	\$ 75.00 Residential/tower \$150.00 Commercial/tower
27. Special Use & Variance Applications	\$ 35.00

Cemetery Fees:

Purchase of single plot/grave	\$ 500
Open/Close for single burial	\$ 400
Open/Close for single cremation	\$ 200

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 18-2014 POLICY ON PUBLIC ADDRESSING THE BOARD – Town Clerk reported Town Law states it is the Supervisor’s responsibility to set the agenda and should set a policy.

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 three minutes as long as it is a related item on the agenda at hand, 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’s Attorney if deemed necessary.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 19-2014 TRAVEL & OFFICIAL BUSINESS POLICY –The Employee Handbook does not address this and no 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 adopts the following Travel & Official Business Policy:

Travel & Official Business Policy:

Out of Town Travel: Is official travel that occurs outside of Town of Groveland. An employee traveling outside of Groveland conducting official Town business is entitled to receive reimbursement *if budgeted* for meal expenses, mileage, parking and toll expenses incurred. Pre payment should be made through town board voucher process to avoid exceeding budgets.

Items are reimbursable if they are appropriate expenses. In that regard, the employees will be reimbursed for expenses that are deemed allowable expenses. Without prior approval by the town board; employee is subjected to non reimbursement.

In Town Travel: All training classes must be notified through the Town Clerk to submit advanced payment so no out of pocket expenses occurs unless Town Clerk indicates Time does not allow than employee can submit proof for reimbursement.

Lodging: Arrangements for lodging accommodations, in connection with an approved conference, should be made in the most economical manner possible. An itemized bill detailing the expenses incurred at the hotel or motel should be attached to the claim voucher. Expenses of spouses who accompany the employee are not reimbursable. Direct billing should be utilized whenever possible.

Mileage reimbursement: the Town goes by the Federal IRS mileage rate as is subject to change, currently it is .555 cents per mile. Reimbursement voucher must include a location, date and a map route to show the number of miles.

Meal Limits: Reimbursement for meals will be made in accordance with General Municipal Law (Section 77-c) and the rates established by the Internal Revenue Service. The meal limits currently PER DAY are as follows:

Breakfast	\$ 7.00
Lunch	11.00
Dinner	23.00

When meals are included in the cost of the conference, employees are not entitled to the per diem allowances. Reimbursement request must submit a receipt listing location, date and amount without tax.

Tipping: Employees will be reimbursed for all actual and customary tips, but are limited to 15% of the total cost of the meal.

Sales Tax Exemption: When employees are traveling within NYS they must use a NYS Tax Exemption Certificate as it will not be reimbursed.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 20-2014 ENGINEER CONTRACT – Supervisor is in receipt of a renewal contract from Clough Harbour as they bill only for services utilized. We will need their continued efforts us on updating the zoning laws.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2014 Clough Harbour, LLC Engineering contract now therefore be it;
RESOLVED this Town Board does hereby accept the Clough Harbour, LLC Engineering contract as written and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Love and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 21-2014 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 meeting of the Town of Groveland Board throughout the year 2014 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, 2014 @ 7:30a.m.	THURSDAY - July 10, 2014
THURSDAY - January 9, 2014	THURSDAY - August 14, 2014
THURSDAY - February 13, 2014	THURSDAY - September 11, 2014
THURSDAY - March 13, 2014	THURSDAY - October 9, 2014
THURSDAY - April 10, 2014	THURSDAY - November 13, 2014
THURSDAY - May 8, 2014	THURSDAY - December 11, 2014
THURSDAY - June 12 2014	**MONDAY - December 29, 2014
**FRIDAY - January 2, 2015- Organizational	
**THURSDAY - January 8, 2015- Tentative regular meeting	

PLEASE NOTE: Application for ALL TAX EXEMPTIONS (including STAR exemption) must be filed with the Assessor ON OR BEFORE MARCH 1, 2014. For further information contact Assessor Baker at 243-3860 or 991-5006. Mrs. Baker will be in his office at the Town Hall, 4955 Aten Road, Groveland most Thursdays from 10:00a.m. to 3:00p.m.

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, 2014	MONDAY - July 28, 2014
MONDAY - February 24, 2014	MONDAY - August 25, 2014
MONDAY - March 24, 2014	MONDAY - September 22, 2014
MONDAY - April 28, 2014	MONDAY - October 27, 2014
TUESDAY - May 27, 2014	MONDAY - November 24, 2014
MONDAY - June 23, 2014	

ZONING BOARD OF APPEALS: Meets on the third Monday of each month “as needed.” PLEASE NOTE: Any new business that comes before this Board has to be given to the Town Clerk **at least four** weeks before the scheduled meeting. A Public hearing Notice will be published for each required meeting.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 22-2014 ADOPT COMPENSATION SCHEDULE – Wages for the court do deviate from the approved 2014 budget and would also reflect other changes to do the same for all part time employees.

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 at the yearly organizational meeting, now, therefore be it

RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2014.

Employee Compensation Chart: 2014- Town of Groveland

		<u>Annual</u>	<u>Disbursed</u>		
<u>Name</u>	<u>Office</u>	<u>Salary</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Bi/wkly</u>
Bill Carman	Supervisor	5,000		x	
Sandra Bean	Town Clerk/Collector	16,868			x
Kimberly Burgess	Deputy Clerk/Collector	12.00 p/hr			x
Craig Phelps	Town Councilman	1,200	Quarterly		
Vacant	Town Councilman	1,200	Quarterly		
Jim Love	Town Councilman	1,200	Quarterly		
John Driscoll	Town Councilman	1,200	Quarterly		
Jenean Love	Town Justice	8,755		x	
David Livingston	Town Justice	8,755		x	
Tammy Baker	Assessor	14,000		Voucher by Geneseo	
Kim Burgess	Assessor Secretary	12.00 p/hr			x
Inspectors of Election	County Employees	billed by county			
Sandra Bean	Highway Sec.– vouchers only	250	x		
Gregory Adamson	Highway Superintendent	54,817			x
Highway Labor	Hourly Wage (as set forth in contract)				x
Highway Dept.	Part-time employee	12.00 p/hr			x
Phyllis Dreywood	Town Historian	100	x		
Liv-Wyo. ARC	Janitor	80/160		x	
Sandra Bean	Registrar	350	x		
Ron Maxwell	Zoning/Code Officer	18,000	Quarterly voucher by Geneseo		
Kimberly Burgess	Safety Insp. Sec.	12.00 p/hr			x
Stephanie Schweitzer	Court Clerk	14.42 p/hr			x
Terri Rider	Asst. Court Clerk	12.00 p/hr			x

Vacant	Town Attorney	4,000		x	
William Carman	Budget Officer	100	x		
William Carman	Deputy Supervisor	300		x	
Baldwin Business	Accountant	7,000	Quarterly		
“ “	Payroll	1,330			x
Seth Burnette	Planning Board, Chairman	300	x		
Vacant	Planning Board	250	x		
Roxanne Adamson	Planning Board, Alt	250	x		
Randy Clymo	Planning Board	250	x		
Kathy Gurak	Planning Board	250	x		
W. Daniel Rossborough	Planning Board, Alternate	250	x		
Karol Thomas	Secretary to Plan & Zoning Board	12.00 p/ hour submitted by voucher			
Ronald Merrick	Board of Appeals, Chairman	300	x		
Courtney Burnette	Board of Appeals	250	x		
Phil Livingston, Sr.	Board of Appeals	250	x		
William Magee	Board of Appeals	250	x		
Vacant	Board of Appeals,	250	x		
Pattie Johnston	Board of Appeals, Alternate	250	x		
W. Daniel Rossborough	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	
Doug Meyer	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	
J. Eric Zeller	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Love and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 23-2014 - EOP/GOP/ HAZARDOUS MATERIALS – Town Clerk will provide finalized copies at the next regular meeting along with 2 certified copies for the Supervisor to turn into the county.

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 2014 updated General Operating Procedure, Hazardous Materials and Emergency Operating Procedure manuals as handed out.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Phelps and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

RESOLUTION 24-2014 CODE ENFORCEMENT CONTRACT – the renewal contract was presented without any changes.

WHEREAS the Town Board has met at the time and place at its yearend meeting the town board has reviewed the proposed 2014 Town of Geneseo Code Enforcement contract now therefore be it;
RESOLVED this Town Board does hereby accept the Intermunicipal Agreement for Code Enforcement contract of \$18,000 that reflects with the approved 2014 Budget and authorizes Supervisor Carman to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nay 4 aye votes.

RESOLUTION 25-2014 VILLAGE OF DANSVILLE AMBULANCE CONTRACT – The contract does not charge for services since they direct bill, it is to show coverage and protection.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed 2014 Village of Dansville Ambulance contract; and
WHEREAS, the contract is desirous of procuring ambulance service for a portion of the township as stated in the contract such services; and now therefore be it;
RESOLVED this Town Board does hereby accept the Village of Dansville Ambulance contract with no contract fee as approved in the 2014 Budget and authorizes Supervisor Carman to sign the agreement.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nay 4 aye votes.

Other Business:

Procedure Audits for Town Clerk, Tax Collection, Supervisor & Justice - Town Clerk stated that they are required to be completed by January 20th of each year and that she has checklists for each department that can be utilized. These are looked for on state audits if being completed. Councilman Carman and Councilman Driscoll will schedule with the court departments with a date and time. Councilman Love and Councilman Driscoll will audit the Town Clerk/Tax Collection on January 6th @ 10a.m. Councilman Love abstained from the Justice Court audit. The Supervisor audit will be done at the regular meeting on 1/9/14.

Code of Ethics & Disclosure Forms – fill out/return 1/10/13 if changes from 2013 – Required to fill out and list current occupations even if not on vender list, required to list no change from previous year.

Communications/Reminders:

Regular meeting is Thursday January 9, 2014 @ 7:30 p.m. - Councilman Phelps will be absent for this meeting.

Town Clerk stated Review NYS Retirement ROA activities – must do a recertification form each year for those who have not yet enrolled and new calendars for those elected/appointed officials who have not yet enrolled.

Town Clerk stated Planning/ZBA Board training credits – look at who needs them and budgeting who gets to take them – county has not supplied the list yet hopefully will at next meeting.

Town Clerk reported tax bills went out; the county tax program has updated the look of the new bills which has a few glitches that they are working on.

Motion by Councilman Phelps and seconded by Councilman Driscoll to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:06 a.m. The next meeting will be the regular monthly meeting to be held on Thursday January 9, 2014 in the town hall.

January 2, 2014
Town of Groveland

Sandra L. Bean, Town Clerk