

The regular meeting of the Groveland Town Board was held on Thursday August 13, 2015 at the Town Hall.

Present: Bill Carman, Supervisor; John Driscoll, Town Councilman & Deputy Supervisor; Bill Devine, Ron Niedermaier, Councilman

Absent: Craig Phelps, Councilman

Other Attendees: Steve Atterbury

Supervisor called the meeting to order 8:13 p.m.

A motion by Councilman Niedermaier and seconded by Councilman Phelps Driscoll the audited bills be paid. General Fund vouchers numbered 206-233 for \$8,436.73; Highway Fund vouchers numbered 142-161 for \$19,402.20. Motion carried.

A motion by Councilman Devine and seconded by Councilman Driscoll to accept the regular meeting minutes of 7/9/15 as written. Motion carried unanimously.

Supervisor handed out copies of the Town Clerk & Supervisors monthly financial reports. The Supervisor reports were previously emailed out to give additional time for review. A motion by Councilman Niedermaier and seconded by Councilman Devine to accept the financial reports. Motion carried.

Information handed out/or acknowledged:

- 1) Payroll available for review
- 2) Seasonal portion of David Gray Hill Road remains closed
- 3) LCWSA has supplied us with a blank petition for residents to utilize with the proposed new water line to the Correctional Facility to expand
- 4) Councilman Driscoll working with Planning Board/ZBA on Junk Law amendments
- 5) Hazardous Material Plan Draft sent to FD for updates – due back July 31st – Have not received yet!
- 6) Vitale Park Concert Series has started – list of dates and bands located at Town Clerk’s office and at various locations in Livingston County
- 7) Path Stone Home Energy Programs available - flyers @ Town Clerk’s office
- 8) Glow Region – for drop is this fall is in Rock Glen, NY Appointments required – flyer in the Town Hall
- 9) Hunting licenses on sale as of August 10th available through the Town Clerk’s office

Old/New Business:

HIGHWAY REPORT – Supervisor Carman read a written report provided by Greg: Finished milling shoulders on Cty Rd 2 (Groveland Hill Road); finished applying millings on seasonal portion of Hunt Hill Rd; Put several loads of millings on Wise Road in clay spots; currently changing crossover pipes on various roads; hauling stone for various road sealing projects that will be done in the next few weeks starting August 27th; will be assisting county highway in wedging on Cty Rd 2. He has ordered the pickup with a final price of \$31,587.30.

BUDGET WORKSHOP – Supervisor Carman stated the format will be a little different this year with the new accountants. Upon meeting with our accountant and knowing some figures are still not in, it is a good start to make sure everyone is on the same page. We are still trying to get more versed on the budget process; taking into consideration and recommendation from our past audits. Copies handed out for review with the plan to produce a tentative budget at the next meeting. Now with the new Tax cap regulations we start with about \$14,000 over the limit before this years figure, and with our depleted surplus it seems somewhat grim. Greg and the highway have done an amazing job with the county work this year that is going to help our 2016 budget, but remember HF cannot come to GF. Now getting down to the real figures; each department with the exception of planning and zoning board submitted budget requests.

The Light Districts, Fire/Ambulance & Water Districts will show a lower tax rate as we have discovered excess monies were in the accounts but not listed on the budgets, this will appear as an unexpended fund balance. The Water district we made that correction when we did the Bond and put all the excess funds on the principal payment.

We can go line by line to compare 2015 to 2016 but if you look at page 12 this summarizes with all the budget requests and needs and where we have to decide how to make the best decision for the taxpayers. The summary pages show the expenses are down and how each department is doing their part to help save taxpayer money.

Possible solutions:

1. Utilize fund balance in General and/or Highway Funds. I have not utilized any at this point.
2. Increase revenues or decrease expenditures (in reviewing the amounts budgeted for highway, the service amounts may be a little high. The seasonal help has been included in either general repairs services or snow removal in the past; the budget worksheet showed a prior year budget of \$7,000 but there was actually not a separate line for this. We added the seasonal help to General repairs services but I do not think this was necessary. That may be a \$10,000 savings.)

This budget **does not** include a separate reserve for highway equipment. The only activity related to equipment that is included is revenue of \$22,000 for sale of equipment and a budgeted expenditure for equipment purchases of \$30,000. We can keep the money in surplus for the earmark; but to do an actual truck reserve, requires referendum and restricts how it can be spent.

Supervisor Carman suggested each member to take the draft budget home and see if any suggestions for changes to contact him next week before he gives the go ahead to the Accountant to draft the Tentative Budget.

RESIGNATION OF JULIE CARMAN, SUPERVISOR SECRETARY – Supervisor is in receipt of the resignation of his secretary effective immediately. After the NYS Comptroller audit it showed the needs of the position and I attempted to offer the position to a former resident who passed away; I was thankful for my wife to assist until other alternatives could be managed. I would like make her resignation effective August 31, 2015.

APPOINTMENT OF SUPERVISOR SECRETARY- We have 2 employees internally (Candice King and Tammy Baker) that would benefit with a few extra hours so I interviewed them; I enjoyed getting to know them both and I have selected Tammy Baker as she has a great deal of town government experience and understanding. I am asking the board to allow the overlap of the position so Julie can share some of her knowledge to train her effective August 17th. Ideally once Julie finishes at the end of August then the remainder of the salary would be the effective salary for Tammy for the remainder of the year and in the meantime with the overlap would like to offer \$15.00 per hour.

A motion by Councilman Driscoll and seconded by Councilman Devine to accept the appointment of Tammy Baker effective August 17, 2015 with the rate of pay to be \$15.00/hr until the remainder of the salary ends with Julie on August 31st. to carry to Tammy Baker. Motion carried.

JCAP RESOLUTION – RESOLUTION 48-2015 – This is for The Court to apply as they are looking to see if they could partition a corner in the hall to be utilized for multiple purposes; inmate securing/holding area, jury deliberations, and/or attorney client conference room.

WHEREAS, the State of New York has enacted a law establishing the Justice Court Assistance Program that will enable communities to apply to the chief administrative judge for a grant of state funds to assist in the operation of justice courts; and

WHEREAS, the availability of grant funding would enhance the ability of the town justice court to provide suitable, safe and sufficient services to the community.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Groveland hereby authorize the Supervisor, William E. Carman to file an application for a 2015-2015 Justice Court Assistance Program grant not to exceed more than \$30,000.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Driscoll and seconded by Councilman Niedermaier and the results were carried with 0 nay 4 aye votes. Roll Call Votes: Supervisor Carman, aye; Councilman Driscoll, aye; Councilman Devine, aye; Councilman Niedermaier, aye; Councilman Phelps, absent.

NYS RETIREMENT RESOLUTION 49-2015 – As part of the NYS Comptroller audit they also performed a retirement audit and we are continuing to create a format that lists all our employees and make sure everyone is being reported. We had not reported our highway employees since 2010 and Bill needed to be added as being newly appointed. Social Security & Membership numbers omitted for security reasons. A motion by Councilman Niedermaier and seconded by Councilman Devine to accept the resolution as presented. Motion carried.

Standard Work Day and Reporting Resolution # 49-2015

BE IT RESOLVED, that the Town of Groveland location code 30533 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	Name	register #	SS#	Term Begin/Ends	Participate s in employers Time Keeping	Standar d Work Day Hrs/day	Days/Month (based on Record Activities)	Tier 1 (chec only)	Check if not * completed time keeping system
Elected Officials									
Appointed Officials									
MEO	Donald M. Caldwell	xxxx	xx	01/01/2015-12/31/2015	Y	8	20		
MEO	Scott Rongo	xxxx	xx	01/01/2015-12/31/2015	Y	8	20		
MEO	Dave Anderson	xxxx	xx	01/15/2015-12/31/2015	Y	8	20		
MEO	John Teitsworth	xxxx	xx	01/02/2015-12/31/2015	Y	8	20		
Town Councilman	William Devine	xxxx	xx	01/01/2015-12/31/2015	N	6	0.58		

I, Sandra L. Bean, clerk of the governing board of the Town of Groveland, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 13th day of August, 2015 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. I further certify that the full board consists of five members, and that five of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

* Those that did not do record keeping we asked but chose not to participate

AMBUSCADE PARK – Town Clerk reported that the 1st payment was submitted for reimbursement and Tom Livak is reviewing it; he has asked for a few modifications before approving to move forward.

As for construction proposals they also have been sent for the Tom to review and give the go ahead, but he wants many changes to the packet before he will give us the go ahead. It was discussed that many changes have occurred with the contract and with the retirement of the 2 state positions and we all have a learning curve that is now going to slow the process when we need to be geared up for the season.

Councilman Driscoll suggests we look at Clark Patterson – Jon Norris to see if they could help with the paperwork and might be worth us paying someone to rap wrap this up faster than we can do in house. All agreed.

In the meantime, Councilman Driscoll will be pricing out the materials on the in house portion of the grant for us to plan for the 2016 budget.

Communications:

Supervisor Carman reported:

- County Water & Sewer to the Correctional Facility update is the same as last month as state has reviewed changes. When LCWSA took over the station water they were given all our stock of meters and materials and Greg stated we never did get reimbursement and will be looking into the value of the materials.
- This year, \$30 million will be available for wastewater infrastructure projects and \$20 million will be available for drinking water projects. The programs will be administered by EFC, DEC and DOH. As required by statute, priority will be given to projects that meet economic hardship and environmental health criteria. Applications for both wastewater and drinking water projects are now available and due by September 4, 2015. I have sent an email to the county grants man; Thoma and waiting for to see if the new correctional facility water line could qualify for grants for our residents to do hookups. Thoma stated the EFC is more for LCWSA to utilize as he will reach out to them; a Small Cities grant can be obtained for individual lateral hookups; but that is household income based. An option to look at in 2016.
- Peggy from Livingston Insurance Agency retirement party was July 30th I went to give our congratulations on behalf of the town. She has worked there for 32 years which is why a huge turn out.
- Insurance Policy is coming due – Jan is preparing for a renewal; he will attend the 9/10/15 meeting to review the policy changes/updates
- PB/ZBA members who were lacking 2014 mandatory credit hours have fulfilled their required hours by the requested due date. Annual Farm Ag Tour date has been set for 9/18/15 – we will offer it to the PB/ZBA to earn 8 hours of credit as a limit of 2 people from each jurisdiction.
- Workplace Violence training has been completed with 34 of 35 employees.
- Did the tour of the NYSDEC inspection at the Conesus Lake Outlet Flood Gates and learned that DEC wants the Compact of Towns to fund placing box culverts rather than the existing round ones but DEC could not explain the benefits and suggested we hire an engineer to get the answer.
- Saturday August 1st, my wife & I attended A VFW dinner for any Groveland/Geneseo WWII Veterans, which we drove George Buchanan and it was amazing; next year I would like to personally invite any Groveland Veterans; just a nice tribute for their service. Ron was the cook as he too could see the benefit to our serviceman and woman.
- Livingston County Emergency Department will be doing a project to improve existing emergency communications system; one of their towers is located at 5129 Wilson Road. A new transmit & receive radio electronic equipment will be installed inside a proposed new equipment shelter to be located near the base of the tower. Radio and microwave system antennas will be installed on the existing tower. The Livingston County Planning Department is handling the paperwork for all environmental parts.
- AED/CPR training was held Monday August 10th with 7 people in attendance. Also, we have filed the first service checklist with Cardiac Life who provides us email reminders to check the system.
- Geneseo Pioneer Library Book box – we have been asked to have a location spot...look at Groveland Station Mini Mart or Berean Bible church or an area convenient for kids to walk to?
- The firm, Toski & Co. Certified Public Accountants, is interested in submitting a proposal as the town accountant as they submitted a few years ago but came in over \$15,000.
- A court date of August 26th has been set in Conesus Court for Stephen Smith small claims case – our insurance attorney and town attorney will be handling.
- Computers – Town Clerk just ordered her new computer since the current Microsoft software is no longer supported and her computer is 7 years old. It may raise another concern with Code Enforcement Program that is obsolete and runs on Access program; once we update the Town Clerk computer this could eliminate the program. The fees for such programs are enormous but necessary. The tracking of current and past permits & violations are necessary for audit purposes.

- The Traffic Safety Secretary, Pattie Johnston provided a report for the 408/Exit 7 on ramp lighting concerns. Town Clerk will email the information for everyone to review and we will place it on the agenda next month.
- The Ambuscade Park Bulletin board fell over this past winter and the highway department has waited to fix pending the need to be relocated once the new building is completed. We have a resident Gary Anderson wishing to donate if the sign needs replacing; I will keep him in the loop as the project progresses.

Councilman Niedermaier inquired if anyone was going to attend the Conesus Lake Water quality meeting 8/25/15; no one had been notified except Ron. Supervisor Carman stated he would attend if his calendar is free. It was determined that Ron gets the notification since he falls in the Water District.

A motion by Councilman Driscoll and seconded by Councilman Niedermaier to adjourn the meeting. Motion carried. Meeting adjourned at 9:35 p.m. The next meeting will be the regular meeting, September 10, 2015 @ 7:30 p.m. at the town hall.

Dated: August 13, 2015
Town of Groveland

Sandra L. Bean, Town Clerk