

The regular meeting of the Groveland Town Board was held on Thursday September 6, 2018 at the Town Hall.

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

Absent: Bill Devine, Town Councilmember & Deputy Supervisor

Other Town Official's in Attendance: James Love, Highway Superintendent; Donald "Mark" Caldwell, Deputy Highway Superintendent

Other Attendees: Jan Rogers, Livingston Insurance Agency

Supervisor called the meeting to order @ 7:56 p.m. He asked Jan Rogers to lead in the pledge to the flag.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier the audited bills be paid. General Fund vouchers numbered 188- 208 for \$16,101.53; Highway Fund vouchers numbered 169-182 for \$48,905.86; Conesus Lake Water District voucher numbered 2 for \$2,740.00 Motion carried unanimously.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to accept the regular meeting minutes of 8/9/18 approved as presented Motion carried unanimously.

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

Information handed out/or acknowledged:

1. Food Pantry collection box is located at the town hall – open during office hours
2. ZBA Dock Permit concern forwarded to attorney
3. IVP- Income verification now mandatory for all Enhanced STAR applications
4. Primary Election Day September 13, 2018

Old/New Business:

HIGHWAY REPORT –Highway Superintendent reported: There is a Highway MEO position vacancy, it was for a fulltime MEO position. Highway Superintendent wishes to replace that position with full-time position.

Board discussion-

Supervisor Carman stated that the past minutes reflected that when a fulltime MEO position became open through retirement the Board decided to maintain only 4 fulltime highway positions. He feels with the termination creating an opening we are still in need of a fulltime MEO position due to the potential for retirement of multiple highway employees.

Councilmember Phelps stated that it is important to strive for another fulltime employee to maintain quality workmanship for our town.

A motion by Councilmember Atterbury seconded by Councilmember Niedermaier to advertise for a fulltime Highway MEO position to run for two weeks. Motion carried unanimously.

Highway Superintendent also reported that the planned 2018 roadwork is complete for the town this year, they will be ditching and upsizing pipes on Swan Hill Rd.

Supervisor Carman inquired about when to expect CHIPS funding to arrive for this year.

Highway Superintendent Love stated that he is waiting on the final bill for crushing of stone before he can proceed. It was also stated that Livingston County purchased approximately 20 loads of gravel from the Town.

SEXUAL HARRASSMENT PREVENTION POLICY- A model policy was sent from NYS to combat sexual harassment in the workplace. Section 201-g of the Labor Law requires a policy and training following NYS guidelines. The model policy that was sent may have changes after September 12, 2018 by the State. Town Clerk introduced a policy for the Town of Groveland to the Board for their review. Councilmember Phelps reviewed her copy and gave to Town Clerk to make adjustments.

INSURANCE POLICY RENEWAL RESOLUTION 42-2018 – Our agent, Jan Rogers of Livingston Insurance Agency attended the meeting to review and answer questions for the insurance policy renewal dated for 9/21/2018-9/21/2019.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the renewal policy coverage effective 9/21/2018 through 9/20/2019, and therefore be it;

RESOLVED this Town Board does hereby accept the Selective proposal through Livingston Insurance Agency and authorize Supervisor Carman to cut a check not to exceed \$22,662 to avoid a lapse of insurance coverage.

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

HOLD HARMLESS FOR STOCK PILE RESOLUTION 43-2018- An updated Hold Harmless agreement was sent to Attorney DiMatteo for review following up his recommendations for a stock pile location for Highway material use.

WHEREAS, the Town Board has met at the time and place at its regular meeting to review the agreement for a stock piling location of gravel and similar stone material.

WHEREAS, Property Owner and Town of Groveland jointly agree Property Owner grants a portion of said land located 6100-6152 Groveland Station Road (Tax Map number 116.-1-7) to be used by the Town of Groveland for stockpiling of gravel and similar stone material.

RESOLVED this Town Board does hereby approve such contract and authorize Supervisor Carman to sign such contract.

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

ASSESSOR POSITION- Supervisor Carman is in receipt of one application for the Assessor position to fill the term remaining for January 1 2018- September 30, 2018. The current Assessor did not apply for the position nor did he fill out a budget request for 2019.

Board discussion- Supervisor Carman felt it was worth interviewing the applicant to see if it would fit the needs of the town.

Councilmember Niedermaier and Councilmember Atterbury offered to be on the committee to interview Assessor applicant.

A motion by Councilmember Atterbury and seconded by Councilmember Councilman Niedermaier to contact Assessor applicant for an interview. Motion carried unanimously.

Councilman Councilmember will contact the Assessor applicant to set a time for the interview.

TENTATIVE 2019 BUDGET RESOLUTION 44-2018- Town Clerk presents the Tentative 2019 Budget with statement from Supervisor Carman who asked to be added in the minutes, he would provide the electronic version. Board reviewed and didn't see any changes needed at this time.

Supervisor Carman tentative budget statement- I have met with the Accountant and reviewed all the department estimates which are included in the tentative budget. We are maintaining the tax levy along with a tax rate reduction. We are using more fund balance this year however we are incurring 4-5 major projects. I am aware of the importance to have an appropriate amount of fund balance and will continue to make that a top priority for our residents. My hope is that we will be finalizing the Ambuscade Park project, along with installing water to the Town Hall and doing building upgrades/repairs to the Town Hall.

In 2017 the Town appropriated in the justice line of \$64,494, we received in 2017 fines and reimbursements for the amount of \$64,243. There are more mandates for education requirements for Court Clerks, and continuing education for Justices which will continue to add to the expense. Utilities and retirement are not appropriated from the justice budget line items; this is an additional expense incurred that is not included in their budget. Currently the in the 2018 budget we have budgeted \$68, 920 for the Justice line items and we have received \$35,769 with 5 months left of fines to collect. It appears the Justice revenues no longer sustain the court budget. We as a Town Board had previously considered going to a single justice but resolved to maintain two justices. However since we did not make salary adjustments with reduced court nights I am capping their salary to match 2018.

I have increased the building equipment fund to include modular desk and storage updates to the Town Clerk/ Supervisor/ Code Enforcement/ PB and Zoning Board Office. We also need to roof the salt shed and replace 3 doors on the Highway Barns.

This budget needs to prepare for the Ambuscade Park pavilion materials along with final engineering cost (payment per the contract) at the end of the project.

I have been informed that the county can no longer support the tax program as it is currently on life support according to their IT Department. The Town Clerk did not have firm figures for the program that BAS is offering at the time of budget requests were due but has received a quote similar to her estimate.

There was a decrease in the PILOT program revenue due to a tax rate change; which may occur again as the figures from the county for worker's comp come after our budget is approved.

In the Highway fund the projected amount for Machinery equipment of \$125,000 was budgeted in 2019. We would not place any money in reserve fund in 2019. The Highway Superintendent wishes to purchase a truck in the 2019 year budget using the \$100,000 currently in the reserve fund.

Overall the combined levy between General and Highway is the same dollar amounts distributed in 2018 of \$584,000. The total levy for 2019 is \$6,513 greater than last year due to an increase in water district and fire district.

Town Clerk was asked by the Supervisor to present BAS tax collection and Forte, third party vendor of processing credit cards during the tentative budget discussion. She discussed the need to use the BAS tax collection program along with the initial cost and yearly maintenance. Another request was for the Town to allow the use of Forte, a third party vendor to process credit cards. Many residents ask to use their credit or debit card but we have never had the ability to allow the use of credit cards as payment. The initial cost and applicable fees associated with their service was also discussed.

WHEREAS, the Town Board has met at the time and place and the Town Clerk presented the 2019 Tentative Budget that was prepared by Supervisor Carman in conformance with NYS Town Law Section 106, and

RESOLVED, that upon the completion of such review, the tentative budget and any modifications thereof is approved by this town board and shall become the Preliminary Budget pursuant to NYS Town Law 106(4).

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

Public Hearing scheduled for Thursday October 11, 2018 at 8p.m.

AMBUSCADE PARK– Supervisor Carman reported we have advertised for sealed bids for facilitating site work at the Park. We originally tried to just get quotes however we only received one and the amount we received required us to bid the project out. The bids are due back by September 7, 2018 and are to be opened September 10, 2018 at 9am. There was an amendment to plans A-100 that was approved by architect, Randy Fuller. We are trying to have concrete poured this year however a building won't be placed until next year and because the concrete will be sitting without a building on it over the winter a couple changes were necessary to prevent damage to the concrete flooring. The changes were reviewed by Code Officer, Ron Maxwell. Ron agreed with the changes and felt the building is still well over the standard necessary to build. A special meeting may be necessary to proceed once the bids have been opened.

WATERLINE TO TOWN HALL- Supervisor Carman stated that he has been in contact with Senator Gallivan's office regarding the potential SAM grant monies that we have applied for. He expressed multiple times the importance of getting the waterline into the town hall. After the Supervisor's phone call the Town Clerk received an email requesting the final quote for installation of the waterline and filling station. We have requested the quote but have not received one as of today. Unfortunately it is always a hurry up and wait scenario. The Supervisor is concerned with the unknown of approval or disapproval of the grant and feel the waterline needs to be installed this year prior to the approaching winter months. I will continue to try for the grant monies as we progress; however we may need to install the waterline into the town hall ourselves this year and wait to install the coin operated machine for the filling station in the future. Board discussion- Agreed with the Supervisor's concern and the necessity to bringing the waterline into the Town Hall.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to have the highway employees install a water line from the existing LCWSA line on Aten Rd. to the town hall. Motion carried unanimously.

Supervisor Communication:

- ✓ Doyle Security was here to replace a battery in our system, while they were here they reviewed the area where the water filling station will be and would get a quote to us for a camera.

- ✓ I have spoken with the Highway Superintendent regarding the board auditing his fuel usage. Jim will begin with the 2017 year and finish with the current year usage. He will have his fuel usage ready for the November meeting.
- ✓ National Grid Energy Street light upgrades still waiting on invoicing
- ✓ Charitable Reserve Fund communication received stating preliminary IRS rules essentially prohibit deductions for contributions to Charitable Reserve Funds. Homeowners who are interested in Charitable Reserve Funds and any possible tax benefits from contributions to such funds should consult a qualified tax advisor regarding their personal situation
- ✓ County Administration Director Ian Coyle will be at the Town Hall for an open meeting on Monday October 15th at 10:30 am to discuss any concerns or questions our residents may have relating to the county.

Other Communications:

Councilmember Phelps stated there is a Watershed meeting schedule for September 19, 2018 for a 2018 year review that is open to the public. She also stated that Farm Fest is this weekend for anyone interested. Town Clerk stated that the Watershed meeting has been posted on the Town website as well.

A motion by Councilmember Atterbury and seconded by Supervisor Carman to adjourn the meeting. Motion carried. Meeting adjourned at 11:02 p.m. The next meeting will be the regular meeting October 11, 2018 @ 7:30 p.m. at the town hall.

Kimberly D. Burgess, Town Clerk
 Town of Groveland
 Dated: September 6, 2018