

The regular meeting of the Groveland Town Board was held on Thursday January 11, 2018 at the Town Hall.

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

Absent: Steve Atterbury, Councilmember

Other Town Official's in Attendance: Highway Superintendent, James Love

Other Attendees: Charlie Braun, CLA President

Supervisor called the meeting to order @ 7:41 p.m. He asked Councilmember Phelps to lead us in the pledge to the flag.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine the audited bills be paid. General Fund vouchers numbered 1-16 for \$3,485.53; Highway Fund vouchers numbered 1-8 for \$2,262.65. Motion carried.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine to accept the regular meeting minutes of 12/28/17 & 1/4/18 approved as written. Motion carried.

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 were previously emailed to give additional time for review. A motion by Councilmember Devine and seconded by Councilmember Niedermaier to accept both financial reports. Motion carried.

Information handed out/or acknowledged:

1. Food Pantry collection box is located at the town hall – open during office hours
2. Teen Recognition Nominations Due 2/8/18
3. Groveland Fire Department Pancake breakfast has started – 2nd Sunday each month through March
4. Ambuscade Park – no updates
5. EOP/GOP/Hazardous manuals have been provided to all departments.

Old/New Business:

HIGHWAY – Jim reported:

- Jim stated he has talked to Roy with our problem plowing the Lake View Cemetery, he said we could rent his Bobcat for the whole day @ \$250. Board stated it is nice to know the option is there, but may be more cost effective to hire a snow plow company on the rare occasion of a winter burial.
- He passed around the spec packet for ½ ton Pickup. The plan is to purchase a ½ ton now that will eventually replace the 2008 Chevy. Board all agreed as long as the bid packet was not specific to one brand/type as it needs to be competitive.
- He reported the fields with fence post without fences is because we ran out of fencing to put up and too frozen to remove now.
- The crew is using cinders on dirt roads to help melt the ice.
- He had the gravel millings from Route 63 tested by the state and all tests passed. This will be a \$10k savings using millings.

AGREEMENT TO SPEND TOWN FUNDS- RESOLUTION 27-2018 – Highway Superintendent James Love, filled out the form for the board to review. If approved each board member will sign. Councilmember Niedermaier inquired why we only did ½ of Wilson Road. Jim stated the farmer needs to improve his driveways leading to the road before we will spend town funds to improve the road.

WHEREAS, in the sum of \$108,737.12 may be expended for general repairs upon 43.98 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof, and

WHEREAS, Highway Superintendent has designated road improvements on Servis Road from East Groveland Road and leading to Geneseo-Groveland boundary of Servis Road, a distance of .31 miles there shall be expended not over the sum of \$17,150.17 with using a 20ft. width of stone and oil surface to ditch culverts, and

WHEREAS, on the road commencing at Adamson Road from Groveland Hill Road and leading to Logan Road a distance of 1.51 miles shall be expended not over the sum of \$81,586.95 width of traveled surface of 20ft. gravel surface to stone and oil, with a thickness of 1 ½ ft., a subbase if 1 (one) ft. of milling and gravel after removing trees, clean ditches, new culvers, 2 coats of stone & oil, and

WHEREAS, on the road commencing at SWAN HILL Road from East Groveland Road leading to Groveland Station Road – Route 63, a distance of .94 miles shall be expended not over the sum of \$10,000 to the gravel road a 24ft width traveled surface with a thickness of 1 ½ inch, a sub base of 1 ft. for tree removal in the ROW, clean ditches, new culver pipe, installing 1ft. of bank run gravel; now therefore be it RESOLVED, that pursuant to provisions of Section 284 of the Highway Law, the town board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the year 2018 will be utilized as specified above.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Niedermaier and seconded by Councilmember Phelps and the results were carried with 0 nay 4. Councilmember Atterbury was absent.

ASSESSOR CONTRACT - RESOLUTION 28-2018 – Town of Geneseo has submitted an agreement with changes. Board has reviewed. A jump from 937 parcels to 972/962; as no one knew where to get figures from and Tax collector gave the number of bills issued in 2017. Augie recently provided the list with 962 for this contract based on the 2017 assessment roll. Supervisor Carman had our attorney review the contract and stated the contract is a shared employee.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed 2018 Town of Geneseo Assessor shared contract now therefore be it;

RESOLVED this Town Board does hereby accept the Intermunicipal Agreement for Assessor services contract and compensation of \$10 per parcel plus \$1.97 per parcel both based on the 2017 assessment roll with and pay portion of 25% for training seminars, and authorizes Supervisor Carman to sign the agreement.

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

AED/CPR – In order to maintain the AED machine per Public health Law, we have a contract with Cardiac Life to provide monitoring and emergency assistance. The contract is due for renewal and if the board feels the continued need of the maintaining the AED, we need to get some employees certified in CPR/AED. Pattie Johnston is open again to hold training here at the town hall for 6-8 people @ \$30/ person. Since the AED is in the building it is nice to get someone from each department to be certified. A motion by Councilmember Devine and seconded by Councilmember Niedermaier to renew the contract. Motion carried.

CONESUS LAKE ASSOCIATION LIAISON – Chairperson, Mike Saviola of CLA Association called the other day to see if the town will be assigning a new Liaison to the CLA committee. Craig Phelps served as the liaison from our board. President of CLA was in attendance to give updates, flyers and check on liaison. He stated the CLA board meets the 2nd Wednesday of each month @ the Livonia Town Hall. Councilmember Amy has volunteered to serve as the CLA liaison. Town Clerk will email them her contact information.

ZONING LAW – Draft marked in red has been emailed out and will be printing out to the councilmembers who need it printed out.

ZBA/PB TRAINING CREDIT – The county planning department was previously responsible for tracking all certificate credits until last year when they changed their software. In November they provided the last 2 years of tracking and we have since updated and implemented a spreadsheet for tracking. Each Planning and zoning board member is mandated to earn 4 credits per year and can carry over extras to each year. Review of new spreadsheet & credits. The board would like the Town Clerk to notify those who are in need of hours.

RETENTION RECORDS - REVIEW LIST FOR DISPOSAL - Records Management Officer, Sandra Bean prepared an authorization sheet with records that have met or exceeded the retention schedule in accordance to the MU-1 schedule. Board reviewed list with no objections of items to be destroyed.

<u>Records Series</u>	<u>Dates of Records</u>	<u>Schedule Item</u>	<u>Retention</u>	(P) Paper or (E) Electronic
				<u>Electronic</u>
Insurance Policies	9/2010-9/2011	Insurance/Self-Insurance 4.[299]	6 Years	Paper
Town Clerk Banking	2011	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Town Clerk Report	2011	General 3. [247]	6 Years	Paper
Tax Collection reports	2011	Tax Collection 1.[595] a.	6 Years	Paper
Lakeview Cemetery Association				
Banking	1995-2007	1.[263]-9.[274]	6 Years	Paper
Insurance/ Undertaking	1931-1959	7.[302]	6 Years	Paper
County Snow and Ice Contract	1946	20.[631]	6 Years	Paper
Certificate of Nomination of Town Officers	1933-1953	8.[182]	1 Year	Paper
Oath of Office for Inspector of Elections	1956-1963	4.[178]	1 Year	Paper
Highway Equipment lease	1921-1943	20.[631]	6 Years	Paper
Road closure for repair work	1932-1940	1.[613]	6 Years	Paper
Town Inventory of Machinery	1939-1974	12.[484]	0	Paper
Annual report of Highway Moneys	1931-1944	11.[621]	6 Years	Paper
Posting of Ordinance	1944	8.[8]	6 Years	Paper
Agreement to spend highway funds	1932-1947	11.[621]	6 Years	Paper
Highway repair record	1935,36,39	1.[613]	6 Years	Paper
Liv Co Workers Comp Rate	1937	5.[300]	6 Years	Paper
Abstract	1940	11.[255]	6 Years	Paper
Voucher	2011	Claims and Warrants 1.[275]	6 Years	Paper
Abstracts	2011	General 11.[255] 1.245]	6 Years	Paper
Accessible Parking Permits	2010-2013	Transportation & Engineering 23.[634]	3 Years	Paper

DEPARTMENT ANNUAL REPORTS – The AUD report is not available until March from our Accountant. The board discussed that all department annual reports be turned in February 28th to allow for a month for review and approval in March. All agreed.

EMPLOYEE HANDBOOK – the changes made to Section 802 from last week’s meeting were reviewed. Supervisor Carman stated there are a couple other areas that have come up and has had the town attorney look at them and has provided his review.

Councilmember Devine made a motion to go into execute session, seconded by Councilmember Phelps for matters relating to Medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal. Motion carried.

Board entered executive session at 9:02 p.m.

A motion by Councilmember Devine, seconded by Councilmember Niedermaier to close the executive session with no action taken. Motion carried. Returned to regular session at 9:25 p.m.

Board reviewed:

A motion by Councilmember Devine and seconded by Councilmember Niedermaier to amend Section 201 & 202 with removing “regular scheduled” in the definitions. Motion carried.

AUDIT OF SUPERVISOR’S BOOKS - Supervisor Carman provided all the items for the audit and was present while the board went through the checklist; all was verified and matched with the records. Last year the Supervisor checklist was utilized and this year chose to use the secretary to the supervisor.

APPROVAL OF PROCEDURE AUDITS – RESOLUTION 29-2018 - Copies of completed audits were passed around. Audits will be part of the official minute book. Letter acknowledged from the court requiring such audits to be performed.

WHEREAS, the Town Board has met at the time and place at its regular meeting, to review the 2017 examination of the Justice Court, Tax Collection, Town Clerk & Supervisor policies and procedures of their account books.

WHEREAS, two councilmen did meet with each department as indicated on audit sheets at the Town Hall to provide a process to monitor and review the work performed by those who handle money as part of their town duties; and

RESOLVED: the town board performed the examination and verification of the 2017 account books with court, tax collection, town clerk & supervisor and appeared to be in good order in Pursuant to Town Law, Section 27(1), Section 64(1), and Section 123.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Niedermaier and the results were carried with 0 nays 4 aye votes. Atterbury was absent.

Supervisor Communication:

- ✓ Water line update for Correctional Facility: the water tank is up but not completed; their meeting is rescheduled to Tuesday 1/16/18.
- ✓ Seniorama 2018 is scheduled for May 5, 2018 from 1:30-3:30 p.m. I have not been notified who will be honored yet. The Groveland Federated Parish have taken over the group for nominations. Ron will take paperwork to them.

- ✓ Craig “Cricket Adamson will be donating another Groveland sign from Hans Turner estate in the coming months – I think it has to do with the railroad Depot.
- ✓ We received a nice letter from the Food Pantry for the generous food donations by our staff Christmas party.
- ✓ Residents have be receiving tax credit checks that are based on the school staying under the Tax Cap.
- ✓ The county has created a Land Bank committee which allows each jurisdiction to add zombie properties to it. Currently we have reported one property on Hunt Hill Road.

Other Communications:

Councilmember Niedermaier is concerned with the all the Clean Energy push on converting the street lighting to LED as he thinks they provide less visibility despite the cost savings. Supervisor Carman stated that some places put in warm light rather than the white light which can make the visibility different.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine to adjourn the meeting. Motion carried. Meeting adjourned at 10:14 p.m. The next meeting will be the regular meeting February 8, 2018 @ 7:30 p.m. at the town hall.

Dated: January 11, 2018
Town of Groveland

Sandra L. Bean, Town Clerk