

The regular meeting of the Groveland Town Board was held on Thursday February 14, 2019 at the Town Hall.

Present: Bill Carman, Supervisor; Bill Devine, Town Councilmember & Deputy Supervisor; Steve Atterbury, Councilmember; Ron Niedermaier, Councilmember; Amy Phelps Councilmember
Councilmember Atterbury entered at 8:40p.m.

Absent: None

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

Other Attendees: Dick and Inice Testa

Supervisor called the meeting to order @ 8:00 p.m. Supervisor Carman asked Councilmember Phelps to lead the pledge to the flag.

A motion by Councilmember Niedermaier and seconded by Councilmember Phelps the audited bills be paid. General Fund vouchers numbered 19-54 for \$15,992.57; Highway Fund vouchers numbered 12- 43 for \$14,870.86. Motion carried.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine to accept the regular meeting minutes of 01/10/2019 approved as presented. 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. Councilmember Niedermaier and seconded by Councilmember Devine 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. Groveland Fire Dept. pancake breakfast- second Sunday of each month
3. Conesus Lake Water Quality Public Meeting- February 5, 2019 PDF of presentation available online
4. Livingston County Department of Health- Public educational awareness timeline
5. Livingston County Environmental Management Council- Nominations for Earth Day Due 3/6/2019

Old/New Business:

BATH ROAD RESIDENT CONCERN- Dick and Inice Testa requested privilege of the floor to discuss the current state of Bath Road.

Mr. Testa stated when the Highway Superintendent was contacted early on in his term about the state of Bath Road it was stated that prior to anything beginning with the road it would need to be surveyed, but any decisions regarding the road would need to go before the Town Board.

Supervisor Carman stated that the Highway Superintendent's position is an elected position and the Town Board cannot dictate to the Highway Superintendent what roadwork gets done or how. The Highway Superintendent has the control over what gets done with the roads in the town.

Councilmember Phelps stated that the Town Board only has budgetary control for the Highway but no decision making power regarding the roads.

Supervisor Carman stated that the board has discussed in the past moving the Highway Superintendent position from an elected position to an appointed one.

Mr. Testa stated that the road is like driving down a creek bed, the Town Highway comes and grates the road and the next day it down pours with rain. It has numerous pot holes that are horrible, and no ditching gets done. Mr. Testa stated that accidents are going to happen if the road does not get work done on it. He would like to have something done, every year the road gets worse. Mr. Testa stated why not look into making the Highway position appointed.

Mrs. Testa wanted to know where the Highway Superintendent is tonight knowing they were coming up to discuss the state of Bath Road.

Supervisor Carman stated the Highway Superintendent has a medical procedure coming up that he currently cannot make the meetings.

Councilmember Phelps why not do a public hearing to see the interest into an appointed Highway Superintendent position.

Town Clerk Burgess stated that she would look into the steps of an appointed position as she is new in her term of office and will let the board know should they choose to discuss further at the next meeting.

Supervisor Carman thanked Mr. and Mrs. Testa for their time and stated that the Town Clerk will follow up with them regarding the steps to go from an elected to appointed Highway Superintendent's position.

BARBER HILL ROAD WEIGHT RESTRICTION RESOLUTION 31-2019- Highway Superintendent Love discussed with the Board at the last meeting the need to replace a culvert pipe on Barber Hill Road. He has provided the Board with the intended sign placement and weight restriction and would like to move forward with the weight restriction as presented.

WHEREAS, the Town Board has met at the time and place at its regular meeting to review such a request to designate James Love, Highway Superintendent under Vehicle Traffic Law Section 1660 to establish a maximum weight limit sign at which vehicles may proceed on Barber Hill Road prior to the culvert pipe on Barber Hill Road a restricted twelve (12) ton weight limit, with sign placement prior to the northern and southern side of such culvert;

WHEREAS, additional sign placement of 1000' ahead sign at the corner of Rosebrugh Road and Barber Hill for southern travel traffic and sign placement for northern travel traffic a of an 1000' ahead sign at the corner of Gamble Road and Barber Hill Road, Barber Hill Road is a town Road;

RESOLVED, that with the passage of this resolution the Town Board of Groveland and the Town Highway Superintendent are in support of such request for providing a safe environment for its residents and that this resolution allows the local law enforcement the authority to enforce such a sign.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Devine and seconded by Councilmember Phelps and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Phelps aye; Councilmember Niedermaier aye. Councilmember Atterbury, absent during vote.

HIGHWAY REPORT- Deputy Highway Superintendent Caldwell reported they have obtained a new weather station from Livingston County Soil and Water Conservation. Tony Testa will be in to install on the highway computer, once everything has been installed properly they can get weather readings from an app on their phone no matter where they are located for the Town Hall.

They also have been outfitting the tractor that is enclosed to be utilized for sweeping and mowing, this will allow them to sweep the roads with our own equipment instead of renting equipment to do that as our old equipment did not meet the requirements for sweeping.

Supervisor Carman stated that there is going to be representation from multiple towns in Albany on March 6, through March 7, 2019. He has heard that the State wants to eliminate CHIPS funding and wondered if Mark could go and represent our town to show the town is against the elimination of CHIPS funding by the State.

Deputy Highway Caldwell stated that he would like to go and represent our town; but with the Highway Superintendent’s medical leave during that time he is unsure if the weather will allow it. He stated that if the weather is ok he would be glad to go.

ORGANIZATIONAL CHART- UPDATED RESOLUTION 32-2019- The organizational chart needed to be amended as the Highway part-time employees pay rate was not changed following the approved budget at the Organizational meeting.

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,

WHEREAS, resolution 24-2019 is repealed and replaced, now, therefore be it

RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2019.

Schedule Attached to back of resolution

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 nay, 4 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Phelps aye; Councilmember Niedermaier aye. Councilmember Atterbury, absent during vote.

CEMETERY SERVICE CONTRACT DUE FOR RENEWAL – Town Clerk is in receipt of Snyder’s letter with minimal rate increases. Their contract expires March 31, 2019 and renews annually.

Current Rates Good Through March 31, 2019:

Cemetery Fees:	Public	Town
Purchase of single plot/grave	\$ 500	\$0
*Charged to person		
Open/Close for single burial +\$150 Sunday/Holiday	\$ 400	\$ 350
Open/Close for single cremation +\$150 Sunday/Holiday	\$ 200	\$ 175
Foundation Installation Cost per cubic ft. a minimum of \$200.00	\$ 24.00	\$0
*Charged to person		

New Rates Effective April 1, 2019 – March 31, 2020

Cemetery Fees:	Public	Town
Purchase of single plot/grave	\$ 500	\$0
*Charged to person		
Open/Close for single burial +\$150 Sunday/Holiday	\$ 450	\$ 350
Open/Close for single cremation +\$150 Sunday/Holiday	\$ 250	\$ 175

Foundation Installation Cost per cubic ft. a minimum of \$225.00 \$ 26.00 \$0
* Charged to person

Resolution 33-2019

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed 2019-2020 Snyder Brothers Cemetery Service contract; and

WHEREAS, the Town Board is desirous of cemetery service for taking calls, selling plots, mapping plot owners, grave opening and closing and grading and seeding; and; now therefore be it

RESOLVED, this Town Board does hereby accept the Snyder Brothers Cemetery proposal to service Lake View Cemetery from April 1, 2019 and expires March 31, 2020 with Grave pricing to the town include open and closing: Adult \$350, Child \$350, Stillborn \$175, Cremated remains \$175, Welfare \$350, Holiday & Sunday burials an additional charge of \$150, Foundation Installation is \$26.00 per cubic foot with a minimum of \$225, and now therefore further be it;

THEREFORE FURTHER BE IT RESOLVED, that either party may terminate this agreement within a written notice to the other party within 90 days said to prior end of said contract.

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 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Phelps aye; Councilmember Niedermaier aye. Councilmember Atterbury, absent during vote.

LAKEVIEW CEMETERY ROADWAY MAPPING- Supervisor Carman is in receipt of a proposal from Grever and Ward to update the new portion of Lakeview Cemetery. The first proposal includes an initial field mapping of the site, to include topographic information. It also includes the existing cemetery roads, buildings and the southern limits of the existing burial sections.

The second proposal includes the mapping of future roads to optimize best conditions for section layout of future grave sites.

There is very limited businesses in the area that does this work, I have contacted a company in Ithaca, NY to obtain a quote, and to date no response from their company has been received.

Board discussion: All agreed with moving forward with Grever and Ward to map out the new area for future roadways at Lakeview Cemetery.

A motion by Councilmember Devine and seconded by Councilmember Niedermaier to authorize Supervisor Carman to sign the proposal with Grever and Ward to do the roadway mapping of the new portion of Lakeview Cemetery.

FEE SCHEDULE - RESOLUTION 34-2019 - With the modest increase of foundation cost under our cemetery fees from Snyder's an updated fee schedule is necessary.

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

Single Family Dwelling	.20/sqft min. \$50.00
Multiple Family Dwelling	.20/sqft min. \$50.00
Additions – as per occupancy	
Alterations – as per occupancy	
Basement, Foundation, Crawl Space, only	\$50.00

Plumbing or Electric Permit	\$50.00
Garage – Attached or Detached	.10/sqft min. \$25.00
Porch & Deck	.10/sqft min. \$25.00
Accessory Building	.10/sqft min. \$25.00
Agriculture Building	\$25.00
Chimney; Fireplace; woodstove; Gas appliances, Generator	\$30.00
Sign Permit	\$25.00 res. \$50.00 bus.
Pools	\$30.00 decks not incl.
Demolition	\$25.00
Commercial – Assembly, Business, Institutional & Mercantile	.20sqft min. \$25.00
Soil Erosion Permit – with other permits	\$5.00 w/ permits
Soil Erosion Permit w/o other permits	\$25.00
Flood Permit	\$5.00
Zoning Application – when building permit not required	\$25.00
Fuel Tank Removal – per tank	\$25.00 up to 500 gal. \$50.00 up to 5000 gal \$75.00 over 5000 gal
Renewal of Permits – up to 2 renewals	\$25.00 each
Temporary Certificate of Occupancy	\$25.00 – 1 st
\$50.00 – 2 nd	
\$75.00 – 3 rd	
Visual Certificate of Completion/ Placards	\$50.00
Work without a Permit	\$30.00
Amended Permit Fee	.20/sqft min \$25.00
Site Plan Applications – residential	\$50.00
Site Plan Application – all but residential	\$75.00
Subdivision- Minor – up to 4 lots	\$50.00 plus \$10 each lot
Subdivision- Major – 4 or more lots	\$100.00 plus \$10 each lot
Wind Tower Applications	\$ 75.00 Residential/tower \$150.00 Commercial/tower
Solar Farm – Commercial	\$150.00
Special Use & Variance Applications	\$ 35.00
Large Commercial Non Agricultural Impact Process Fee	\$150+ App. Fees
Fire Inspections	\$ 50.00 Missed Appt.
Attorney/Engineer Fees – reimbursable	Cost to town per contract w/applicable applications
Assessable/Handicap Ramps	variance/Permit fee waived
Return Dishonored Check Fee	\$ 20.00
Dog Replacement Tag	\$12.00
Highway Permit – Road digging	\$100.00

Cemetery Fees:

Purchase of single plot/grave	\$ 500
Open/Close for single burial	\$ 450 +\$150 Sunday/Holiday
Open/Close for single cremation	\$ 250 +\$150 Sunday/Holiday
Foundation Installation Cost	\$ 26.00 per cubic ft. a minimum of \$225.00

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 nay, 4 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Phelps aye; Councilmember Niedermaier aye. Councilmember Atterbury, absent during vote.

Councilmember Atterbury entered the meeting at 8:40 p.m.

LIVINGSTON COUNTY PLANNING BOARD MEMBER- Supervisor Carman was notified that Pete Dolan did not have the time to commit to the County Planning Board position that was offered to him. The Supervisor was notified that a Mr. William Graham was interested in the position, and it was his recommendation to make a recommendation to the County Planning Board to appoint Mr. Graham.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine to make the recommendation to the Livingston County Planning Board to appoint Mr. William Graham to fill a vacancy.

RECORDS RETENTION – Records Management Officer, Kimberly Burgess 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.

Records Series	Dates of Records	Schedule Item	Retention	(P) Paper or (E) Electronic
Insurance Policies	9/2011- 9/2012	Insurance/ Self Insurance	6 Years	Paper
Abstracts	2012	General 11.[255] 1.[245]	6 Years	Paper
Vouchers	2012	Claims and Warrants 1.[275]	6 Years	Paper
Town Clerk Banking	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Town Clerk Reports	2012	General 3.[247]	6 Years	Paper
Conesus Lake Water Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
T&A Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Justice Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
General Fund Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Highway Fund Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
General Money Market Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Highway Money Market Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Light District #1 Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Light District #2 Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Voided Checks	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Supervisor Receipt Sheet	2012	Fiscal 3.[247]	6 Years	Paper
Lakeview Cemetery Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Glenwood Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Williamsburg Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Health Account Bank Statements	2012	Fiscal 1.[263] 2.[264] 3.[265]	6 Years	Paper
Tentative Assessment Rolls	2009-2011	Assessment and tax rolls 2.[594]a	5 years after filing	Paper
Dog License Reports	2012	Dog Reports 6.[167]a	6 Years	Paper
Accessible Parking Permits	2013-2015	Transportation & Engineering 23.[634]	3 Years	Paper
Complaint Log- Code & Highway	2016-2017	General. Complaint 14.[29]c	1 Year	Paper
Unused Checks, Sandra Bean Tax Collector	#1145-1501	Keep log of checks for Audit purposes	0	Paper

Supervisor Communication:

AMBUSCADE PARK– Livingston County Soil and Water have monies to remove Ash trees surrounding Ambuscade Park and replacing the trees. It was also stated that if any other cemeteries in the Town they could get trees for those areas. Supervisor asked the Highway Superintendent to research if other trees were needed anywhere else in the Town. He felt we could use trees at the Williamsburg Cemetery but the salt from the mine is harsh on foliage. It was asked to Bob Striker if he knew of any trees that are more resistant to the salt. Bob stated that he will research and follow up.

Supervisor had an appointment with Jon Werner from BOCES to discuss the site work for the new pavilion; however due to the weather on Tuesday he had to cancel. He is off for February break next week and will contact me once he is back from break to reschedule.

2ND ANNUAL COUNTY WIDE EARTH DAY CLEAN-UP- This has been scheduled for Groveland on Sunday April 28, 2019 from noon- 2pm. Pete Dolan is willing to Chair this again and has begun preparations for the event. Pete would like to have hotdogs, chips, beverages and cake for after the clean-up in celebration of earth day like we did last year.

A motion by Councilmember Devine and seconded by Councilmember Niedermaier to approve the date of Sunday April 28, 2019 from noon until 2pm for the clean-up to include the celebration plans for Earth Day.

ELECTION REFORM BILL- Supervisor was notified of a new election reform bills have been passed that moves Federal, State and Local primary elections from September 2019 to June 25, 2019 in NYS. Caucus dates can begin on February 26, 2019- July 25, 2019. The Board of Election Commissioners will be in contact with the respective Chairman for each political party to notify when the exact dates can be held for caucus.

MORRIS RIDGE SOLAR PROJECT OPEN HOUSE- Scheduled for February 6, 2019 and February 7, 2019 for Large Scale solar project located in Mt. Morris. Supervisor attended the open house and did not find that it was a presentation of the project but more an introduction to their business.

WATERLINE UPDATE- Highway Superintendent Love had the water tested from the town hall by Life Science Laboratories in Wayland and it has passed their inspection.

Other Communications: None

A motion by Councilmember Atterbury and seconded by Councilmember Devine to adjourn the meeting. Motion carried. Meeting adjourned at 9:22 p.m. The next meeting will be the regular meeting March 14, 2019 @ 7:30 p.m. at the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: February 14, 2019