

**The regular meeting of the Groveland Town Board was held on Thursday July 9, 2020 at the Town Hall.**

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

**Excused: Other Town Official's in Attendance:** D. Mark Caldwell, Highway Superintendent

**Other Attendees:** K. Kimball

**Supervisor called the meeting to order @ 6:32 p.m.** Supervisor Carman asked Highway Superintendent Caldwell to lead the pledge to the flag.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier the audited bills be paid. General Fund vouchers numbered 148- 171 for \$9,995.78; Highway Fund vouchers numbered 106-127 for \$63,946.24. Motion carried unanimously.

Voucher #148 General Fund voided at 8/13/2020 regular town board meeting. Abstract #7 General fund vouchers #149- 171 for \$8,409.78.

A motion by Councilmember Niedermaier and seconded by Councilmember Atterbury to accept the regular meeting minutes of 06/11/2020 approved as presented. Motion carried unanimously.

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

**Information handed out/or acknowledged:**

1. Food Pantry Box- located in the town hall
2. LC Dog Control Shelter inspection report

**Old/New Business:**

HIGHWAY REPORT- Highway Superintendent Caldwell reported the highway crew has been working for the County for the new Sheriff's Office training facility, along with the second round of roadside mowing has started. Watering of the newly planted trees that were donated from Livingston County Soil and Water at Ambuscade Park has continued as the town has minimal rain during the past month.

An estimate was forwarded to the board for the repair to the 2020 Peterbilt damage with the Supervisor to follow up with the town's insurance agent in regards to a start date for repair. The hope is have repaired for plowing this winter.

The remainder of the gravel of Swan Hill has been placed in preparation for oil and stoning which should begin on July 16, 2020. The Town of Groveland's end of Warner Road has been oiled and stoned. Sanding on some roads has been necessary due to excessive heat this month.

Highway Superintendent wanted the board to know that in preparation for the 2021 budget quotes are being obtained and that he will not be able to attend the August Board meeting

TRAFFIC STUDY REQUEST- BARBER HILL ROAD- Town Clerk forwarded to the board and the highway superintendent a letter of concern regarding tractor trailers traveling on Barber Hill Road at a high rate of speed along with the volume they carry. The resident wishes for a traffic study to be done to create a solution to the concern.

Board discussion-

Supervisor recommends forwarding on to the traffic safety board to review the complaint. K. Kimball has spoken with the concerned person regarding the complaint along with the town supervisor and has advocated the concern to the truck drivers that travel along Barber Hill Road for his business. Mr. Kimball wants to be a good neighbor and will continue to monitor and speak to drivers if necessary.

Supervisor Carman will notify Mr. Kimball of any updates from the traffic safety board.

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to forward complaint to traffic safety board.

Executive Session- Councilmember Phelps made a motion to go into executive session, seconded by Councilmember Niedermaier 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 unanimously.

The board asked the Town Clerk and Highway Superintendent to attend.

Board entered into executive session at 6:51 p.m.

A motion by Councilmember Phelps seconded by Councilmember Niedermaier to close executive session with no action taken. Motion carried unanimously.

Returned to regular session at 7:12 p.m.

CORONAVIRUS UPDATE- Supervisor Carman stated As of July 8, 2020 there are 5 active case with number as follows 135 positives and 9,804 negatives with 121 recovered. Antibody testing of 945 people with 910 testing negative and 35 positive with 1+ A/B. Councilmember Phelps added that 6 more people tested positive today.

WATER FILL STATION CHANGE ORDER- Supervisor Carman is in receipt of the change order for the removal of one pump to reduce the cost of the fill station by \$5,820 for a total cost of \$58,380 and will require Board approval for the Supervisor to authorize such change.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine authorizing Supervisor Carman to sign the change order for the removal of one pump for the Water Fill Station to be located at the Town Hall. Motion carried unanimously.

BUDGET LINE TRANSFERS- RESOLUTION 45-2020- Board members reviewed the proposed resolution to transfer funds that was prepared based on the monthly budget expenses.

RESOLVED: That the Groveland Town Board members do hereby authorize LaDelfa Schoder & Walker PC to make the account transfers within the adopted budget with additional amendment line items mentioned.

**Budget Transfer 2020 GF Budget as follows:**

From A1990.4 (Contingency) \$1,618.00 proportioned as:

\$1,600.00 to A9060.8 (Medical Insurance)

\$ 18.00 to A9060.81 (Medical Reimbursement)

**Decrease of 2020 HF Revenue and Expenditures as follows:**

DA2665 (Sale of Equipment) \$24,000.00

DA5130.2 (Machinery Equipment) \$24,000.00

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Niedermaier and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

RECORDS RETENTION SCHEDULE LGS-1 RESOLUTION 46-2020- Town Clerk has been notified that the MU-1 for records retention and disposition used by the municipality will no longer be valid to use after December 31, 2020. The new schedule to be used is LGS-1 and needs to be adopted by the town board for use to allow the Records Management Officer to maintain town records.

WHEREAS this Town Board does hereby acknowledges the use of the adopted MU-1 schedule for town records retention schedule

WHEREAS the LGS-1 Retention and Disposition schedule replaces the MU-1

RESOLVED that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal

minimum periods.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Niedermaier and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

SURPLUSED ITEMS- RESOLUTION 47-2020- Town Clerk presented a list of items no longer needed due to recent modular cabinet upgrades in Supervisor/ Town Clerk/ Code Office.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed surplus list, now therefore be it;

**Surplus:**

- 1- 4 drawer metal file
- 1- 2 drawer metal file cabinet

RESOLVED the items to be declared surplus as the items are no longer of use to the town, and authorize the sale or disposition if no monetary value. Any sold items must turn an itemized slip in with payment to the town.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Niedermaier and seconded by Councilmember Atterbury and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Carman, aye; Councilmember Devine, aye; Councilmember Atterbury, aye; Councilmember Phelps, aye; Councilmember Niedermaier, aye.

AMBUSCADE PARK- Supervisor Carman has signed his portion of the contract for the land donated by the Thompson family and returned to the town attorney. Attorney will complete necessary legalities moving forward.

Councilmember Niedermaier stated the sign that was donated for the park by the Sons of the American Revolution looks very nice.

Highway Superintendent Caldwell has ordered all signage necessary for the park.

Supervisor Carman stated that the electric still needs to move forward and will progress soon with it.

Councilmember Phelps stated that she has had a few people inquire about donating picnic tables for Ambuscade Park and inquired with the board how to proceed.

Board discussion: All agreed that donations of picnic tables could be allowed if the specifications of the tables are presented to the board for approval.

Supervisor communication:

Supervisor is in receipt of an “unsatisfactory” inspection report relating the County Dog Control shelter. They have a few items relating to record keeping, licensing prior to release of dogs and lack of fees charged to receive such finding of unsatisfactory. Another inspection will occur in 30 days to remedy such issues. The report went to all of the Board of Supervisors.

Other Communications:

Town Clerk was notified that the AED subscription for managing our AED machine has expired. It was purchased 5 years ago to manage the medical direction that assists with the requirements of state law along with the monthly monitor reporting. Does the board wish to purchase another 5 year subscription or do the subscription annually. If the town does the 5 year subscription it will be a savings of approximately of \$200.

Board discussion: Supervisor Carman will check with the County to see what program they use. If they do not use a program then subscribe for a year to give the town time to review other options.

Town Clerk Burgess stated that due to COVID the annual Town Clerk's conference scheduled for April was postponed until August. Notification was received that the conference has been permanently canceled for 2020.

A motion by Councilmember Atterbury and seconded by Councilmember Devine to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:38 p.m. The next meeting will be the regular meeting August 13, 2020 @ 6:30 p.m. at the town hall and is open to the public. Motion carried unanimously.

Kimberly D. Burgess, Town Clerk  
Town of Groveland  
Dated: July 09, 2020