

**The regular meeting of the Groveland Town Board was held on Thursday March 14, 2024 at the Town Hall.**

**Present:** Bill Devine, Supervisor; Sandra Bean, Deputy Supervisor and Councilmember; Amy Hunter, Councilmember; John Macauley, Councilmember and Bill Przysinda, Councilmember

**Other Town Officials:** Tanner Harvey, Highway Superintendent

Absent/Excused:

Others in Attendance: R. Niedermaier.

**Supervisor Devine called the meeting to order @ 8:59 a.m.** Supervisor Devine led the pledge to the flag.

A motion by Councilmember Bean and seconded by Councilmember Macauley the audited bills be paid. General Fund vouchers numbered 40-63 for \$16,679.71; Highway Fund vouchers numbered 35- 53 for \$24,766.44; Conesus Lake Water Fund voucher number 1 for \$46,670.00 and Fire and Ambulance Fund voucher number 1 for \$125,277.28. Motion carried unanimously.

A motion by Councilmember Hunter and seconded by Councilmember Bean to accept the regular meeting minutes of 2/08/2024 with minor changes as noted with an \*. Motion carried unanimously.

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

**Information handed out/or acknowledged:**

1. Food Pantry Box- located in the town hall

**Old/New Business:**

CEMETERY SERVICE CONTRACT DUE FOR RENEWAL – RESOLUTION 33-2024- Town Clerk notified the board of minor changes to cost of burials and cremation cost.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the 2024 Snyder Brothers Cemetery Service contract; and

WHEREAS, the town board wishes to extend by 1 year the contract with Snyder Brothers Cemetery Service with minor changes

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, 2024 and expires March 31, 2025 with minor changes in pricing;

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 Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley; aye and Councilmember Przysinda; aye.

UPDATED FEE SCHEDULE RESOLUTION 34-2024- Town Clerk stated with the approved Cemetery contract an updated fee schedule is necessary.

RESOLVED, the Groveland Town Board adopts the updated 2024 Fee Schedule as follows

\*Fee scheduled attached to resolution

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Przysinda and seconded by Councilmember Macauley and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley; aye and Councilmember Przysinda; aye.

DEPARTMENT ANNUAL REPORTS – 35-2024- Town Clerk previously emailed AUD reports.

WHEREAS, per General Municipal Law Section 35 the Town Board has met at the time and place at its regular meeting, to review the 2023 annual reports submitted by the Justice Court office, Town Clerk, Code Enforcement and Supervisor's; and

WHEREAS, the Town Clerk stated the Town Annual report was advertised in the official publication;

RESOLVED this Town Board does hereby accept such Annual Reports that reflects with the Town Annual Report of the Town Accounts office from LaDelfa & Associates; fiscal year ending December 31, 2023 and that such 2023 annual reports be adopted, by this Board, be entered in the minutes of the proceedings of this Town Board, except for the AUD will be filed separately in the Town Clerk's office due to its size.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Przysinda and seconded by Councilmember Macauley and the results were carried with 0 nay, 5 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley; aye and Councilmember Przysinda; aye.

ASSET LISTS – REVIEW FOR APPROVAL - Town Clerk presented updated lists for each department. This are helpful for tracking purchases or if ever an insurance claim needed to be filed. Each department has reviewed and signed them.

SEXUAL HARASSMENT POLICY UPDATE RESOLUTION 36-2024- Board reviewed the updated policy Councilmember Bean provided. The new policy will be distributed to all employees.

Councilmember Hunter noted before approving the revised policy the one change that would be recommended to be changed would be page(3) three section (6) six.- Who to report complaints to. Councilmember Hunter recommends changing it to the Town Supervisor instead of naming a specific supervisor by name, so the town does not need to change the policy for when and if a supervisor changes.

The board all agreed with the minor change.

WHEREAS to meet the requirements of New York State Labor Law Section 201-g and highlights some of the elements that are found within our employee handbook; this town board has reviewed the towns Sexual Harassment Prevention Policy that is designed to prohibit sexual harassment in the workplace;

WHEREAS this town board does hereby adopt an updated Policy known as Town of Groveland Sexual Harassment Prevention Policy to help ensure government compliance, and foster positive employee environment; and

RESOLVED the Sexual Harassment Prevention Policy hereby designates the Town Supervisor as the contact person to receive complaints either orally or written; such policy being on file in the Town Clerk's office.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Hunter and seconded by Councilmember Przysinda and the results were carried with 0 nay, 5 ayes with the change as noted before approval. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley; aye and Councilmember Przysinda; aye.

**RECORDS RETENTION – RESOLUTION 37-2024 - Records Management Officer, Kimberly Burgess prepared an -authorization sheet with records that have met or exceeded the retention schedule in accordance to the LGS -01 schedule.**

<b>Town of Groveland - Records Disposal Authorization Sheet- Resolution 37 -2024</b>				
<b>Records Series</b>	<b>Dates of Records</b>	<b>Schedule Item</b>	<b>Retention</b>	<b>(P) Paper or (E) Electronic</b>
Tax Receipts	2017	Tax Collection 1047 CO2 658, MU 1 595, ED1 287, MI1 529 - tax collection records	6 years	Paper
Tax Collection Reports: Banking	2017	Tax Collection 1047 CO2 658, MU 1 595, ED1 287, MI1 529 - tax collection records a.	6 years	Paper
Abstracts	2017	Fiscal- General Accounting & Misc. - 502 CO2 277, MU1 245, ED1 95, MI1 199 - General ledger	6 yrs.	Paper
		AND Fiscal: Purchasing - 513 CO2 287, MU1 255, ED1 104, MI1 209		
Vouchers	2017	Fiscal: Claims & Warrants - claim for payment 495 CO2 308, MU1 275, ED1 121, MI1 229	6 yrs.	Paper
		AND Fiscal: Purchasing - 513 CO2 287, MU1 255, ED1 104, MI1 209		
Tentative assessment rolls	2018	Taxation & Assessment: 1045 CO2 657, ED1 286, MU1 594, MI1 528 - a. Tentative	5 years	Paper
Final Assessment rolls	2013	Taxation & Assessment: 1045 CO2 657, ED1 286, MU1 594, MI1 528 - b. Final	10 years	Paper
Fiscal: Banking & Investments:				
Conesus Lake Water District	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Health Account	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Trust and Agency Acct	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Town Clerk Banking	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Highway Checking	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Justice Account	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
General Checking	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
General MM	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Highway MM	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Lakeview Cemetery	2017	Banking and Investment: 475 CO2 296, MU1 263, ED1 109, MI1 217	6 years	Paper
Records of Receipts	2017	Fiscal: 512 CO2 286, MU1 254, ED1 103, MI1 208	6 years	Paper
Supervisor Reports	2017	Executive: 471 CO2 217, MU1 581, ED1 33, MI1 198	6 years	Paper
Records Management Officer: Kimberly Burgess Date: 03/14/2023				
Destruction & Signature Certified by _____ Date:03/14/2024 with Quarterly Onsite Shredding by Shred-IT				
Town Board Review Date: 03/14/2024				
The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Macauley and seconded by Councilmember Przsinda and the results were carried with 0 nay, 5 ayes.				
Roll Call Votes: Supervisor Devine ,aye; Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley, aye and Councilmember Przsinda, aye.				

**HIGHWAY REPORT-** Highway Superintendent Harvey reported the crew has been continuing to clean up the highway yard and they have taken their annual MSHA training for the pit.

The highway superintendent has been in contact with Councilmember Macauley and the Town Supervisor following the February board meeting updating in equipment to move the highway department forward.

The Highway Superintendent discussed the upcoming auction and surplus items and a few of the items the board would like to have either auctioned or just sold for scrap. The board gave their input for the items that are necessary to be sold for either scrap or auction and the board requested the items to be sold for scrap.

The Highway Superintendent discussed with the board the 2023 Chevy pickup and a potential trade-in as this truck has had issues already and while there is still value in moving forward with a truck that can be used instead of one that is just for checking roads.

Councilmember Bean inquired if there were quotes for procurement purposes if so then best to do while having a value on the vehicle. It was answered yes all prepared with quotes.

Councilmember Hunter asked if the truck the highway superintendent was interested in purchasing was in stock. The truck is ready to be purchased just needs board approval as this was not a budgeted expense.

Councilmember Przysinda inquired about the specification of type of truck a 1500 or 2500. The Highway Superintendent answered a 2500, and would like this truck to be more of a working truck than the last.

The Highway Superintendent stated the fire department has a plow that may be for sale at a later date that the town can inquire about purchasing following the auction/surplus items.

Highway Superintendent Harvey provided the board with the list of items he wishes to surplus and an estimate from RTI Auctions of what the town can expect to receive financially following the auction.

The 2024 Peterbilt was to be built with a regular steel box and the highway superintendent is requesting the town invest in a stainless steel box similar to the one that has been recently ordered for the 2025 Peterbilt.

Councilmember Przysinda stated the town has to follow what was previously ordered for cost savings in the future, it makes sense. The rest of the board agreed.

The Highway Superintendent discussed with the board following the auctioned / surplused items the request to the money received off set cost replace items to include a broom, forks and modification to the bucket of the loader.

Councilmember Bean stated once the auction has been finalized then the town can address a budget amendment and move forward with further requests as there is much on the table today.

A motion by Councilmember Bean to modify the purchase of the 2024 Peterbilt to include a stainless-steel box, seconded by Councilmember Hunter. Motion carried unanimously.

A motion by Councilmember Hunter to approve the trade-in of the 2023 Chevy pick-up and the purchase of the new 2500 pick-up truck, seconded by Councilmember Przysinda. Motion carried unanimously.

Highway Superintendent Harvey inquired with the town board about hiring someone as a part-time roadside mower, if that was placed in the budget as he was not present for the creation of the 2024 town budget.

Councilmember Bean requested he contact the accountant and then the board would discuss it at the board meeting in April.

SURPLUS RESOLUTION 38-2024 Highway Superintendent Harvey notified the board of items that are no longer in use and can be sold at auction/ traded in and some destroyed as they no longer have value.

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:**

- 1-145 HSE-9 Viking snow plow
- 1-1982 CAT Dozer- Pit
- 1-1987 Mack Dump
- 1-1995 Ford Escort LX
- 1-1996 international Bucket Truck
- 1-1997 JD Tractor with mower w/broom
- 1-1999 Mack Dump Truck
  - 1-Blue Metal Storage Trailer 8'x8'x12'
  - 1-Green Metal Storage Trailer 8'x8'x20'
  - 2-Camo Metal Storage Trailer 8'x8'x10'
  - 1-Gray Metal Storage Trailer 8'x8'x35'
  - 1-Skytrac 6000 -high lift
  - 2-Stone box
  - 1-Viking Wing - for #3
  - 1-cargo trailer 8'x12' - snow fence post
  - 1- 2023 Chevy 1GCPDKEK3PZ161361
  -

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 question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilmember Hunter and seconded by Councilmember Bean and the results were carried with 0 nay, 5 aye votes. Roll Call Votes: Supervisor Devine, aye; Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Macauley; aye and Councilmember Przysinda; aye.

**Supervisor Communication:** Supervisor Devine updated the board that Water District #1 has been approved to go to bid. The next step is the board need to authorize the project going to bid. A motion by Councilmember Bean and seconded by Councilmember Hunter authorizing Water District #1 to go out for bid. Motion carried unanimously.

The next step would be to advertise to go to bid, and then open the bids. USDA- RD needs to review all bids and agree with the recommendations received before the town officially awards the project.

LCWSA is doing an income survey with G&G consulting for Groveland Station sewer customers, as they are looking for additional funding to replace the sewer pump in Groveland Station.

Councilmember Przysinda left at 9:53 a.m.

The town has been in contact with MRB consulting firm to ensure that town meets all our requirements of utilizing the monies for ARPA. Supervisor Devine stated that the town allocated \$200,000 for the 2024 Peterbilt and the remainder was to be utilized for any other necessary items for purchasing the 2024 Peterbilt for legals fees and such. It would seem the stainless-steel box the board just approved as an upgrade in cost for approximately \$12,000 would be a good fit for such a place. Board all agreed, the town clerk will update the firm and once invoices are paid the town will forward to MRB group so they may report accurately.

#### **Other Communication:**

Town Clerk noted the County is participating in their seventh annual Community Clean Up Event, scheduled from April 13-21, 2024. Is this something the town wishes to participate again. Councilmember Bean stated she would be willing to co-chair and suggested Peter Dolan as chair. The board looked at dates and suggested April 13<sup>th</sup> or April 20<sup>th</sup> for dates for the annual community clean-up event. The town clerk will contact Mr. Dolan to see if he is willing to chair the event and give Councilmember Bean's contact information.

The Solar Eclipse will take place on Monday, April 8, 2024, following the guidance of Livingston County for preparedness does the board wish to have the offices closed or have any special requirements for employees for the solar eclipse. The board stated each department can make its own decisions for its employees.

The town clerk has received a SEMP agreement (Supported Employment Wage Agreement) from OPWDD otherwise known to the town as This That and More... the town cleaning service. The request is to sign an agreement for auditing purposes an agreement the consumer/ individuals are paid the minimum wage per NYS standards. The board reviewed the letter and instructed the town clerk not to sign as the town contracts with OPWDD for the service and cannot verify what the consumers/ individuals are paid by OPWDD, the town can only verify what we are billed for the services provided. The board received this from the Job Development/ SEMP Coordinator rather than the

person that the town works with for the contract which is the service coordinator. The town wishes to only work with the service coordinator.

Information received from Pattie Johnston regarding a refurbished AED cost. The board requested it to be tabled until the next meeting until more information can be received.

A motion by Councilmember Macauley and seconded by Councilmember Bean to adjourn the meeting. Motion carried. Meeting adjourned 10:10 a.m. The next meeting will be the regular meeting April 11, 2024 @ 9:00 a.m. at the town hall and is open to the public. Motion carried.

Kimberly Burgess, Town Clerk  
Town of Groveland  
Dated: March 14, 2024