Groveland Town Board Organizational Meeting
January 02, 2020 @ 7:30 p.m.
Agenda

- Meeting called to Order
- Pledge to the Flag

1. Appointments: Resolution 1-2020
Bill Devine, Deputy Supervisor term expires 12/31/2020
Sandra Bean, Supervisor Secretary term expires 1/1/2020 12/31/2020
William Magee, Zoning board member term effective – 1/1/2020 – 12/31/2025
Randy Clymo, Planning board member term effective – 1/1/2020 – 12/31/2025
Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/2020
Chairmanship ZBA – Courtney Burnette – 1 year term expiring 12/31/2020
Farmland Advisory Committee Chairman– Ron Niedermaier 1 year term expiring 12/31/2020
Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/2020
Town Historian – David Carman– 1 year term expiring 12/31/2020
Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/2020
Keitha Sleggs – Deputy Town Clerk – term effective 1/1/2020-12/31/2020
Keitha Sleggs – Code Enforcement secretary – Term effective 1/1/2020 – 12/31/2020
Kim Burgess- Cemetery Sexton Term effective 1/1/2020 – 12/31/2020
Terri Rider – Court Clerk effective term 1/1/2020- 12/31/2020
Deb Coburn – Court Clerk effective term 1/1/2020- 12/31/2020
Eileen Blake- Court Clerk effective term 1/1/2020- 12/31/2020

Acts by the Board

2. Undertaking Blanket Policy – Resolution 2-2020
3. Procurement Policy review – Resolution 3-2020
4. IT Contract for Town 1 year contract – Resolution 4-2020
5. Investment Policy – Resolution 5-2020
6. IT Policy Review – Resolution 6-2020
7. Foil Policy – Resolution 7-2020
8. Employee Handbook Review – Resolution 8-2020
9. Workplace Violence Policy – Resolution 9-2020
10. Newspaper – Livingston County News – Resolution 10-2020
11. Credit Cards issued and authorizers – Resolution 11-2020
12. Depository – Five Star Bank & Steuben County Trust – Resolution 12-2020
13. LaDelfa, Schoder &Walker 1 year contract – Resolution 13-2020
14. Newsletter – Supervisor – Resolution 14-2020
15. Mileage Rate – to follow Federal variable rates – Resolution 15-2020
16. Advance Payment – Prepaid – Resolution 16-2020
17. NYS Retirement- credited hours – Resolution 17-2020
18. Fee Schedule for Building & Zoning Permits & Applications – Resolution 18-2020
19. Policy on how public addresses the board – Resolution 19-2020
20. Travel & Seminar Reimbursement Policy – Resolution 20-2020
21. Town Engineer - Clough Harbour Associates – 1 year contract – Resolution 21-2020
22. Town Attorney – 1 year contract – Resolution 22-2020

23. Meeting Dates – see schedule - Resolution 23-2020
24. Adopt salary schedule – see chart – Resolution 24-2020
25. EOP/GOP/ Hazardous Materials – Resolution 25-2020
26. Office Cleaning Services – Resolution 26-2020
27. Sexual Harassment Prevention Policy Resolution 27-2020

Other Business/Reminders:

Department audits - assign board members; Town Clerk, Supervisor, & Justice
NYS Retirement calendars will be passed out to those required to fill out 3 month
Code of Ethics & Disclosure Forms – fill out return 1/31/20
Regular meeting is Thursday January 9, 2020 @ 7:30 p.m.

Adjourn meeting.