

The Organizational meeting of the Groveland Town Board was held on Monday January 5, 2012 at the Town Hall.

Present: James C. Merrick, Supervisor; Councilman - John Driscoll, Bill Carman, Jim Love

Absent: Craig Phelps; Councilman; Greg Adamson, Highway Superintendent

Other Attendees: None

Supervisor called the meeting to order @ 7:30 p.m.

Appointments:

- 1) Courtney Burnette, ZBA member term five years 1/1/12-12/31/16 – motion by Councilman Lyon, seconded by Councilman Driscoll to reappoint to a five year term. Motion carried.
- 2) Seth Burnette, Planning member term five years 1/1/12-12/31/16 –
- 3) W. Daniel Rossborough BOA member term five years 10/1/11 – 9/30/16
- 4) Deputy Supervisor – 4 year term 1/1/12-12/31/15 – Supervisor suggested Bill Carman. Motion by Councilman Love, seconded by Councilman Driscoll to appoint William Carman. Motion carried. Councilman Carman Abstain from the vote.
- 5) Town Attorney – reappoint Randy Meyer, 4 year term 1/1/12-12/31/15 – Motion by Councilman Driscoll, seconded by Carman to reappoint Meyer as Town Attorney. Motion carried.
- 6) Correctional Facility Board – reappoint/appoint – Councilman Love showed interest. Supervisor Merrick recommended himself and Councilman Love with removing Burt Lyon. Motion by Councilman Carman and seconded by Councilman Driscoll to accept Supervisors recommendation. Motion carried.
- 7) Farmland Advisory Committee – Appointments – Motion by Councilman Love, seconded by Councilman Carman to appoint the Chairman of Planning and Zoning Boards, Councilman Driscoll and Craig Phelps to act as the Chairman to the committee with meeting once a year. Motion carried.
- 8) Traffic Safety Board reappointment – 3 year terms. Ron Merrick, Greg Adamson. Motion by Councilman Carman and seconded by Councilman Driscoll to reappoint Merrick and Adamson. Motion carried.
- 9) Baldwin Business Solution reappointment – 4 year term. Motion by Councilman Carman and seconded Councilman Driscoll
- 10) Chairmanship – Appoint Planning/ZBA – motion by Councilman Carman, seconded by Councilman Driscoll to reappoint Ron Merrick as ZBA Chairman and Randy Clymo as Planning Board Chairman for 1 year terms. Motion carried.
- 11) Fire Wardens – Kevin Niedermaier/Bob Dantz 1 year terms – motion by Councilman Driscoll, seconded by Councilman Love reappoint Kevin Niedermaier and Bob Dantz to a year term as Fire Wardens. Motion carried.
- 12) Town Historian – Larry Turner – 1 year term – motion by Councilman Love, seconded by Councilman Driscoll to reappoint Larry Turner to a one year term as Historian. Motion carried.
- 13) Livingston/Wyoming Arc – Cleaning of offices – 1 year no rate increase – motion by Councilman Carman, seconded by Councilman Driscoll to authorize the renewal of a one year contract for cleaning with Arc with no rate increase. Motion carried.

Other Acts by the Board

- 1) Newspaper – Livingston County News – Motion by Councilman Driscoll, seconded by Councilman Carman to list as town official newspaper along with the town website. Motion carried.
- 2) Current Credit Cards and authorized signers:

Walmart/Sam's Club:

Greg Adamson
Sandra Bean – 2cards

Five Star -Visa:

James Merrick
Greg Adamson
Mark Caldwell
Sandra Bean

All credit card purchases must be submitted with a receipt attached to a voucher for payment. Tax exempt must be submitted with credit card. The town can not reimburse for sales tax. Any employee making unauthorized credit card purchases will be required to make restitution to the Town within 10 days.

Motion by Councilman Driscoll and seconded by Councilman Love to approve the Town of Groveland's credit card use policy as listed above. Motion carried.

- 3) Depository – Five Star Bank & Steuben Trust Bank – Motion by Councilman Driscoll, seconded by Councilman Love to list both banks as official depositories. Motion carried.
- 4) Town Engineer – Clough Harbour Associates, (CHA) – Motion by Councilman Carman, seconded by Councilman Driscoll to renew the contract for one year. Motion carried.
- 5) Newsletter – Supervisor would like to continue doing, typically one to two mailings per year. Motion by Councilman Love, seconded by Councilman Driscoll to do so. Motion carried.
- 6) Mileage Rate – to follow Federal variable rates currently .555/mile as of 1/1/12 – Motion by Councilman Carman seconded by Councilman Driscoll to follow the Fed's variable mileage rate. Motion carried.
- 7) NYS Retirement- The resolution must be adopted at the first regular meeting held after the first 180 days of a new term, or whenever a new elected or appointed office is established. The secretary or clerk of the governing board must publicly post the resolution for at least 30 days after adoption, which will be in June. However, those newly elected must fill out calendars and those reelected should review and can recertify.
- 8) EOM/GOP manuals – updates were made and new manuals will be provided at the regular board meeting.
- 9) Code of Ethics & Disclosure Forms – were handed out along with the town vendors list. Forms to be filled out and returned 1/12/12.
- 10) Department audits – discussion whether to assign board members or hire out; Town Clerk stated that they are required to be completed by January 20th of each year and that she has checklists for each department that can be utilized. These are looked for on state audits if being completed. Councilman Driscoll and Carman will schedule to do all and will work with the departments with times. Councilman Love will sit in on the Town Clerk/Tax Collection audit and abstain from the Justice Court one.
- 11) Meeting Dates – Motion by Councilman Driscoll, seconded by Councilman Love to approve the annual schedule as presented. Motion carried. Town Clerk will advertise in LC News and on the town website.
- 12) Set policy on how public addresses the board. Motion by Councilman Driscoll, seconded by Councilman Carman: Three minutes shall be granted to those who wish to address the board on a related item listed on the Agenda at hand. This privilege will be enforced and must schedule in advance with the Town Supervisor. Privilege when granted will be listed at the end of the agenda. Handouts must be submitted in advance. A response may not be given at the meeting and may require a written response by the Towns Attorney if deemed necessary.
- 13) Travel reimbursement Policy – reviewed and decided to keep rates to coincide with Federal variable rates.

Part-time Wages:

No raises were given to staff and will maintain all Part-time 2011 wages from for this year.

- 1) Highway rate – maintain \$10.30/hr
- 2) Planning/Zoning Secretary – maintain \$10.30/hr
- 3) Board of Assessment Board members - \$50/year + \$9.00/hr training+ plus mileage.
- 4) Election Inspectors – county sets the rate and charges back to us for the services by voucher.
- 5) Adopt 2012 salary schedule – Motion by Councilman Carman, seconded by Councilman Driscoll to adopt as presented. Motion carried. See list below.

Organizational Salaries Chart: 2012- Town of Groveland

<u>Name</u>	<u>Office</u>	<u>Annual Salary</u>	<u>Disbursed Yearly</u>	<u>Monthly</u>	<u>Bi/wkly</u>
James Merrick	Supervisor	5,000	x		
Sandra Bean	Town Clerk/Collector	16,377			x
Kimberly Burgess	Deputy Clerk/Collector	10.30 p/hr			per hour by voucher
Craig Phelps	Town Councilman	1,200	Quarterly		
Bill Carman	Town Councilman	1,200	Quarterly		
Jim Love	Town Councilman	1,200	Quarterly		
John Driscoll	Town Councilman	1,200	Quarterly		
Jenean Love	Town Justice	8,500		x	
David Livingston	Town Justice	8,500		x	
Bruce Knapp	Assessor	2,000		x	
Brian Knapp	Assessor Assistant	9,000		x	
Kim Burgess	Assessor Secretary	1,800			Per hour by voucher
Inspectors of Election	County Employees	paid by county			
Sandra Bean	Highway Sec.– vouchers only	250	x		
Gregory Adamson	Highway Superintendent	53,220			x
Highway Labor	Hourly Wage (as set forth in contract)				x
Highway Dept.	Part-time employee	10.30			per hour by voucher
Lawrence Turner	Town Historian	75	x		
Liv-Wyo. ARC	Janitor	71/142		x	
Sandra Bean	Registrar	350	x		
Ron Maxwell	Zoning/Code Officer	18,000	Quarterly voucher by Geneseo		
Kimberly Burgess	Safety Insp. Sec.	10.30 p/hr			per hour by voucher
Kathy Watkins	Court Clerk	12.02 p/hr			per hour by voucher
Diane Fisher	Asst. Court Clerk	10.93 p/hr			per hour by voucher
Suzanne LaPorta	Asst. Court Clerk	10.00 p/hr			Per hour by voucher
Randolph Meyer	Town Attorney	4,000		x	
James Merrick	Budget Officer	100	x		

William Carman	Deputy Supervisor	300		x	
Baldwin Business	Accountant	6,700	Quarterly		
“	Payroll	1,090		x	
Randy Clymo	Planning Board, Chairman	300	x		
Ted Miskell	Planning Board	250	x		
Rox. Adamson	Planning Board, Alt	250	x		
Seth Burnette	Planning Board	250	x		
Kathy Gurak	Planning Board	250	x		
W. Daniel Rossborough	Planning Board, Alternate	250	x		
Karol Thomas	Secretary to Plan & Zoning Board	10.30 p/ hour submitted by voucher			
Ronald Merrick	Board of Appeals, Chairman	300	x		
Courtney Burnette	Board of Appeals	250	x		
Phil Livingston, Sr.	Board of Appeals	250	x		
William Magee	Board of Appeals	250	x		
	Board of Appeals,	250	x		
Pattie Johnston	Board of Appeals, Alternate	250	x		
W. Daniel Rossborough	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	
Doug Meyer	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	
Vacancy	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	

Communications:

Supervisor Merrick passed out colored copies of the State of the County and in receipt of \$2500 reimbursed from the county diversion program.

Supervisor also reported Tim Sullivan has contacted Geneseo Supervisor, Will Wadsworth to complain of Ron Maxwell's work. I reported to the Supervisor we are happy with his work and that Mr. Sullivan's concerns were and should be directed to our board if the concern falls within our town. Wadsworth agreed.

Motion by Councilman Carman and seconded by Councilman Driscoll to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:55 p.m. The next meeting will be the regular monthly meeting to be held on Thursday January 12, 2012 in the town hall.

January 5, 2012
Town of Groveland

Sandra L. Bean, Town Clerk