

The regular meeting of the Groveland Town Board was held on Thursday June 14, 2012, at the Town Hall.

Present: James C. Merrick, Supervisor; Bill Carman, Deputy Supervisor; John Driscoll, Craig Phelps, James Love, Councilman; Greg Adamson, Highway Superintendent

Absent: none

Other Attendees: none

Supervisor handed out the monthly financial reports.

Supervisor called the meeting to order @ 7:58 p.m.

A motion by Councilman Carman and seconded by Councilman Driscoll the audited bills to be paid. General Fund vouchers numbered 141-172 for \$17,718.73; Highway Fund vouchers numbered 107-132 for \$46,651.37; Fire & Ambulance voucher 2 for \$10,584.00; Cemetery Fund voucher number 7-8 for \$142.44. Motion carried unanimously.

A motion by Councilman Driscoll and seconded by Councilman Carman to approve the minutes of the regular meeting of May 10, 2012 as written. Motion carried unanimously.

A motion by Councilman Phelps and seconded by Councilman Love to accept the monthly financial reports as submitted. Motion carried unanimously.

Information handed out/or acknowledged:

- 1) Liv. Co. Board of Supervisors minutes
- 2) Supervisor received \$400 for Town Clerk scholarship from NYSTCA
- 3) Supervisor & Town Clerk spoke with Dept. Health with dog control concerns – they will be reporting on a regular basis to improve things.
- 4) Town Clerk/Tax Collector has received the Tax Roll Release of Bond for 2012 Tax Collection
- 5) Justice department offers payments on line through their software company at no additional costs to the town. It is a 12% convenience fee to the users.
- 6) Planning/Zoning Board zoning updates received comments from Ag & Markets and suggestions are being updated in the zoning.
- 7) Association of Towns confirmed volunteer fire departments are exempt filing oaths with Town Clerk
- 8) Rabies Clinic held here tonight from 5:30 -7:30 p.m.
- 9) Federal Primary Election is Tuesday June 26th – voting on United States Senator and a Representative in Congress – polls open 12-9 pm in limited districts – here in District 1 - Town Hall

Old/New Business:

HIGHWAY REPORT – Greg reported the roller he was looking to buy was too small for what he needed; price was right and sold for \$12,000. Crew is still stone and oiling along with working on Gamble Road.

Cemetery burial concern: Greg discussed a recent cemetery cremation burial that occurred over June 2nd weekend at a grave site that did not go through Snyder Brothers. The concern is not the money portion but more the concern of if the remains are of the purchased plot owners and keeping the records true and accurate. Greg has spoken to Snyder Brothers, NYS Cemetery Board, Town

Attorney, and Association of Towns all whom says it is the board's decision but a possible theft of service has occurred. Greg asked if the board wants to pursue verification for the records and if needed force the proper burial. Board all agreed that the rules are clear and feel there is a need to prove the remains are of the plot owner. Snyder's offered to handle so Greg will contact them to proceed.

RETIREMENT REPORTING – RESOLUTION 8-2012 – Town Clerk reported that this resolution goes back to 2010 as it is unclear if filed with NYS Retirement. The resolution was prepared without the last four digits of social security numbers, but once approved will be filed to the NYS Retirement with the sensitive information. Justice Love was asked to submit a timesheet, but she felt she is not required as she is recorded at her fulltime job.

TITLE	Name	register #	Term Begin/Ends	Participates in employers Time Keeping	Standard Work Day Hrs/day	Days/Month (based on Record Activities)	Tier 1 (check for Tier 1 only)	Check if not * completed time keeping system
Elected Officials								
Town Clerk	Sandra Bean	38831160	01/01/2012- 12/31/2015	N	6	20.47		
Board Member	John Driscoll	39417282	01/01/2010- 12/31/2013	N	6	1.69		
Highway Supt.	Gregory Adamson	33559238	01/01/2012- 12/31/2015	N	8	27.33		
Attorney	Randolph Meyer	31735988	01/01/2012- 12/31/2015	N	6			x
Town Justice	Jenean Love	38312138	01/01/2012- 12/31/2015	N	6			x
Town Justice	David Livingston	50588763	01/01/2012- 12/31/2015	N	6	2.42		
Supervisor	James Merrick	40681652	01/01/2012- 12/31/2015	N	6	8.13		
Board Member	James Love	50588755	01/01/2012- 12/31/2015	N	6	0.5		
Board Member	Craig Phelps	50092618	01/01/2010- 12/31/2013	N	6	1.06		
Board Member	William Carman	50631019	01/01/2012- 12/31/2015	N	6	1.09		
Appointed Officials								
Assessor	Brian Knapp	40623316	01/01/2012- 09/30/2013	N	6	6		
Dep. Town Clerk	Kimberly Burgess	50094366	01/01/2012- 12/31/2015	Y	6	12		
Clerk to Justice	Kathy Watkins	41203209	01/01/2012- 12/31/2012	Y	6	24.67		
Planning Secretary	Karol Thomas	37427770	01/01/2012- 12/31/2012	Y	6	1.49		

BE IT RESOLVED, that the Town of Groveland location 30533 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

This resolution was put in motion by Councilman Phelps, seconded by Councilman Carman. Motion carried unanimously.

WORKPLACE VIOLENCE STATEMENT – Supervisor Merrick stated since we do not have over 24 fulltime employees we are not required to have a written plan of action with mandatory annual training but are required to have a statement in place. Despite that annual training is not required; Mr. Merrick is looking into doing a consolidated annual training at the county for added measures. STATEMENT:

It is the Town’s policy that all employees and clients (**examples**: customers, contractors, and visitors) to the worksite enjoy a positive, respectful, productive, and safe working environment. The worksite environment shall remain free of behavior, actions, or language causing or contributing to workplace violence. Assault, harassment, intimidation, interference, or threat by or against any Agency employee or client at the worksite is unacceptable and will not be tolerated. It is a violation of Town policy to have, use or threaten use of a firearm, explosive, or other dangerous weapons at a worksite or in a vehicle used for official business. Knives, hooks, box cutters, letter openers, or other job related tools are appropriate when used for their intended purpose. It is inappropriate to refer to or threaten the use of these items in a violent act or manner contrary to their normal use. Such a threat is unacceptable and will not be tolerated. Employees must report all acts or threats of workplace violence involving their official duties and responsibilities at once to their immediate supervisor, manager, or appropriate management official. Management officials shall apprise the Town Board of any potential workplace violence incident. Report all workplace violence incidents against Town employees in writing immediately. In case of an emergency **or imminent danger**, employees shall report the violent act directly to law enforcement officials. Management officials shall act immediately on each reported workplace violence incident. If a management official fails to take action on a reported workplace violence incident, employees may call the next higher level supervisor. Any employee who is aware of potential or actual workplace violence incidents and fails to report or take immediate, corrective action on the incident may be subject to disciplinary or adverse action.

Remember, all employees have a responsibility to report and prevent, if possible, workplace violence. **We should always treat every employee and client professionally, equitably, and with dignity and respect.**

Motion by Councilman Carman and seconded by Councilman Phelps to approve the statement and insert it in the employee handbook. Motion carried unanimously.

DISCUSS COPIER QUOTES – Town Clerk received quotes from Toshiba and Konica Minolta.

Toshiba: We currently utilize. Quote included a 30 image per minute, color copier, printer, and fax and scanner system. The price included a \$500 credit for a trade-in of existing Toshiba copier for \$7,447.00

Cost of copies on service contract: .0115 for black copies

Konica Minolta: Quote included a 28 image per minute, color, printer, fax and scan system; plus finisher with hole punching and stapler feature and 2-pdf pro seats. Price, \$6,758.00

Cost of copies on service contract: .0096 for black copies

Town Clerk had our IT guy, Tony Testa look at the quotes and stated the 28-30 images was not a huge difference and Toshiba didn’t include the finisher.

Motion by Councilman Driscoll, and seconded by Councilman Carman to approve the purchase of the Konica Minolta quote for \$6,758 with their payment plan option as long as there is no major hitches for early pay off.

COMMITTEE FOR HYDROFRACKING – Deputy Supervisor Carman stated no new information but the next meeting is 6/19/12 with Art Buckley from Wyoming County Planning Board. He still plans to have a recommendation at the July meeting.

Communications:

Supervisor is in receipt of the Dansville library donation tickets for their annual fundraiser, Councilman Driscoll offered to take care of them this year.

Supervisor reported county tax auction still shows about 75 unpaid parcels to be sold off with only one more date to pay off before final list goes to auction.

Councilman Love attended his first Correctional Facility Advisory meeting and mentioned there were no discussions on the water lines. He stated the facility has installed timers in all showers and are limiting the length of showers for each inmate, which appears to be a big cost savings.

A motion by Councilman Driscoll and seconded by Councilman Carman to adjourn the meeting. Motion carried unanimously. Meeting Adjourned at 8:35 p.m. The next meeting will be the regular meeting on Thursday July 12, 2012 at the town hall.

Dated June 15, 2012
Town of Groveland

Sandra L. Bean, Town Clerk