

**The regular meeting of the Groveland Town Board was held on Thursday May 10, 2012, at the Town Hall.**

**Present:** James C. Merrick, Supervisor; Bill Carman, Deputy Supervisor; John Driscoll, Craig Phelps, James Love, Councilman

**Absent:** Greg Adamson, Highway Superintendent

**Other Attendees:** none

Supervisor handed out the monthly financial reports.

**Supervisor called the meeting to order @ 8:12 p.m.**

A motion by Councilman Carman and seconded by Councilman Phelps the audited bills to be paid. General Fund vouchers numbered 110-140 for \$7,475.83; Highway Fund vouchers numbered 85-106 for \$45,811.76; Cemetery Fund voucher number 5-6 for \$321.28. Motion carried unanimously.

A motion by Councilman Phelps and seconded by Councilman Driscoll to approve the minutes of the regular meeting of April 12, 2012 as written. Motion carried unanimously.

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

**Information handed out/or acknowledged:**

- 1) Liv. Co. Board of Supervisors minutes
- 2) May 22nd @ 7:00 p.m. is the next 200<sup>th</sup> Anniversary for cookbook committee
- 3) May 28<sup>th</sup>, Groveland Ceremonies following the program in the Geneseo Village Park, the Memorial Day Parade in Geneseo honoring Groveland's Veteran Dr. William J. Edgar
- 4) Tentative Assessment Roll has been filed - Grievance Day is set for May 24<sup>th</sup> from 5-9 p.m.
- 5) Geneseo School Board Vote is May 15<sup>th</sup>

**Old/New Business:**

HIGHWAY REPORT – reported the crew is busy around town installing pipes and ditching, and then will be working on widening Gamble Road to the Conesus line. Town of Conesus has been working on reopening their end of the road and has plans in July for paving their portion. Chips notification came in stating the funds will not change from last year. Greg and his Deputy will be attending the highway school seminar this year in June as it has been many years since attending and heard there is a lot of new stuff scheduled at the seminar. Training is in Cornell June 11-13<sup>th</sup> and should cost about \$200 plus the overnight accommodations.

Greg passed around the list of surplus tools and materials they never utilized over several years and sent them to a few auctions which brought in over \$10,000; well above cost of when they were originally purchased through the federal surplus.

Greg reported \$40,000 has been budgeted for a used truck; he was waiting for Town of Canadice to list their 2005 Mack trucks this year but is now waiting until next year which he anticipates still to be a good opportunity then with approximately 60 to 70 thousand miles on the truck. He would like the board to consider allowing him to purchase a 1989 Ingersoll Rand gravel roller with a Cummins diesel engine with about 2400 hours on it. Greg thinks we could buy it around \$25,000 - \$28,000. Currently we rent one which now requires a 3 day minimum rental fee; which we spend around \$6,000 - \$8,000 a year in rental fees. If able to buy we could roll over the remainder truck fund into reserve for next year. A motion by Councilman Carman and seconded by Councilman Driscoll to allow Greg to purchase the gravel roller with a limit of \$30,000. Motion carried unanimously.

E-911 ROAD UPDATES – RESOLUTION 5-2012 - Greg has been working with a representative from Groveland Correctional Facility and Sergeant Michael Bradley of the Sheriff's Department to improve the E-911 system. There are many houses and apartments throughout the facility that have in the past required emergency responses and were difficult to locate. The resolution will allow the County Planning Board to place the roads in the county map system; which allows E-911 system to utilize.

WHEREAS, the Town Board has met at the time and place at its regular meeting, to discuss identifying the roads throughout the State Groveland Correctional Facility; and

WHEREAS, the Town has not had permission in the past to recognize such roads; and

WHEREAS, the Highway Superintendent who is the towns addressing official has worked with the Groveland Correctional Facility and Sergeant Michael Bradley with the Sheriff's Department to identify such roads and be utilized for the counties E-911 emergency system; and

WHEREAS, the town recognizes the following 11 roads through the Groveland Correctional Facility : Lilac Drive, Brill Drive, Craig Drive, Greenberg, Porter Avenue, West Circle, Walrath Drive, Veeder, Farm Road, Powerhouse Drive and OGS Drive; and

THEREFORE BE RESOLVED; that the Highway Superintendent, Greg Adamson will possess such powers and authority to enter such roads in the official addressing system for emergency purposes only; and

RESOLVED; the town does not have or accept the authority to maintain such roads listed above.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Carman and seconded by Councilman Love and the results were carried unanimously.

GROVELAND FIRE DEPARTMENT ANNUAL REPORT – RESOLUTION 6-2012 – Councilman Phelps had a few comments/suggestions he feels the fire department should break down better; which might be helpful to the new person preparing next years report. The miscellaneous items in both Income and Expenses should be broke down better. Under Liabilities a Steuben Trust payment for \$14,730.53 shows a negative balance but paid in another column; not sure if meant to be listed that way.

WHEREAS, the Town Board has met at the time and place at its regular meeting to review the annual financial report dated April 1, 2011 thru March 31, 2012 submitted by the Groveland Volunteer Fire Department. At which the report was previously submitted at the regular town board meeting of April 12, 2012 to take home for review, now therefore be it;

RESOLVED this Town Board does hereby accept with comments such Annual Report fiscal year ending March 31, 2012 and that such annual report be adopted, by this Board, be entered in the minutes of the proceedings of this Town Board.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Driscoll and seconded by Councilman Phelps and the results were carried unanimously.

EPF APPLICATION – RESOLUTION 7-2012 – This would be our 4<sup>th</sup> attempt at this project for Ambuscade Park to place an enclosed log cabin style pavilion, new restrooms with running water and electric as applications are due in by July 16<sup>th</sup>. Thoma Consultants would submit on our behalf. It was estimated to be around \$250,000 for the project, the town's portion can be utilized with a great deal of In-Kind services.

RESOLVED:

That James Merrick, as Supervisor of the Town of Groveland, is hereby authorized and directed to file an application for funds from the Environmental Protection Act in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$400,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the Town of Groveland for the Ambuscade Park Project and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

The question of the adoption of the foregoing RESOLUTION was duly put in vote on motion of Councilman Carman and seconded by Councilman Love and the results were carried unanimously.

WORKPLACE VIOLENCE POLICY – Supervisor Merrick has learned this is yet another unfunded mandatory policy required at the local levels. He provided the state guidelines and sample policies from other municipalities. We could do a stand alone policy or do an amendment in our Employee Handbook. After reviewing the samples: A motion by Councilman Driscoll and seconded by Councilman Phelps we do as an amendment to our employee handbook with utilizing information from Town of Marcy's policy. Motion carried unanimously.

TOWN CLERK CONFERENCE – This list highlights a few items learned with many of them needing implementation. Kim and I attended April 22-25 @ Saratoga. Supervisor Merrick received a letter in regards to Sandy's scholarship and wanted to her to be recognized for her accomplishment.

- Oath of Office needs to be filed with Town Clerk from Fire Department
- Minutes – refreshed rules:
  - a) Resignations – *can only* be filed with Town Clerk to declare a vacancy
  - b) Minutes do not need to be approved – no law!
  - c) Minutes should have header on each page
  - d) Create an index – even if never done start doing it! Never done here but will look into starting; samples given at conference.
- Official Undertaking of Municipal Officers – was cleared up, even if bonded undertaking should be done with resolution. Samples provided☺
- NYS Racing & Wagering annual report no longer being mailed MUST do on line
- Town Board should do a resolution each year to allow prepaids - only 3 categories by law qualify for prepaid.
- Town Clerk software company (BAS) will soon unveil upgrades to help audits to locate any VOIDS – discussed the Animal Control Software – hope our county would consider utilizing since there is no tracking of dogs at the County Dog Shelter
- NYS Vital Records – reviewed laws and practices of death, birth and marriages
- Association of Towns held an open Q/A class: Listened too many scenarios' occurring in others towns.
- Index of Records Room must have a Subject Matter (Public Officers Law 87(3)(c))

- FOIL Request if Denied the letter must give the Appeal Process (Town Board)
- Workplace Violence Program mandatory with \$10,000 fines if not in compliance
- Standard Work Day with Retirement Reporting class was very confusing but helpful. NYS Comptroller's office went through – currently 377 towns are not in compliance with this law – Groveland being one of them.
- NYSDEC requiring mandatory training via webinars each year.

COPIER QUOTES –Konica Minolta stopped by to provide copier quotes with the newest copier information with software package. Town Clerk is concerned utilizing the existing copier until it dies as it is costing the town the price of a service contract only. As a reminder during this year's tax season the existing copier was down several times which lost all the original documents saved in the memory; with using the single page printer that uses expensive ink cartridges. Time is money and the time is not being utilized effectively if we are constantly fixing or waiting for equipment to be fixed. This should be something that should be considered if not now or at least for next year's budget. The price quoted for our office is \$6,758 that includes color copies and 2 styles of ecopy - pdf pro software that would allow us to convert any document to a word document. The service contract would be \$43.20 quarterly as we currently pay \$78.12 quarterly. They have been rated as one of the best companies for their service and equipment in the past two years. Konica does offer a 60 month payment plan. A motion by Councilman Driscoll and seconded by Councilman Carman to have the Town Clerk get additional quotes for next months meeting to allow to pick the best option. Motion carried unanimously.

COMMITTEE FOR HYDROFRACKING – Councilman Carman stated that many of the committee members along with many other county officials attended a Hydrofracking tour to see a drill pad by Chesapeake in Tonawanda Pennsylvania. Chesapeake was very clean, informative and professional and allowed us to view a pipe and casing be installed. They educated us on many of the myths with Hydrofracking. That being said, Carman stated they are obviously pro Hydrofracking. One of the common concerns discussed was contaminated water. The Hydrofracking companies test all wells at a depth of 4000 feet before, during and after to protect their investment and the landowners too. The committee and I were hoping to have DEC come in for discussion but are unable to commit. We are hoping Art Buckley from Wyoming County can meet with us on June 5<sup>th</sup>. If this happens then the committee should be able to bring a recommendation to the board in July.

**Communications:**

Town Clerk mentioned she has discussed concerns with the dog contract and unlicensed dogs as the Dog Control has not been following through with Mr. Merrick and he will be following up with these concerns. Since the loss of the statewide dog database this has created confusion and a lack of ability to facilitate in locating lost dogs owners and proper licensing.

A motion by Councilman Phelps and seconded by Councilman Driscoll to adjourn the meeting. Motion carried unanimously. Meeting Adjourned at 9:25 p.m. The next meeting will be the regular meeting on Thursday June 14, 2012 at the town hall.

Dated May 11, 2012  
Town of Groveland

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Sandra L. Bean, Town Clerk