

The regular meeting of the Groveland Town Board was held on Thursday February 13, 2014 at the Town Hall.

Present: Bill Carman, Supervisor; John Driscoll, Town Councilman & Deputy Supervisor; Craig Phelps, James Love, Bill Devine, Councilman; Greg Adamson, Highway Superintendent

Guests: Shelby Bennett, Baldwin Business Office Manager; Jason Small, Baldwin Business Account Representative; Donald "Mark" Caldwell, Deputy Highway Superintendent

Supervisor handed out the Town Clerk & Supervisors monthly financial reports.

Supervisor called the meeting to order @ 8:08 p.m.

A motion by Councilman Phelps and seconded by Councilman Driscoll the audited bills be paid. General Fund vouchers numbered 18-49 for \$11,778.81; Highway Fund vouchers numbered 13-37 for \$18,149.71; Cemetery Fund voucher numbered 1 for \$116.20. Motion carried.

A motion by Councilman Driscoll and seconded by Councilman Love to accept the minutes of the regular meeting of January 9, 2014 as written. Motion carried.

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

Information handed out/or acknowledged:

- 1) Board of Elections is predicting 3 dates for Elections - June 24th, Sept 9th, Nov 4th
- 2) Fire Department last pancake breakfast is Sunday 3/9/14
- 3) Payroll available for review
- 4) Disclosure Forms are due
- 5) Town Clerk office temporarily closed 2/19/14 from 12-3p.m. for training
- 6) Code Enforcement letter to board members
- 7) Welcome Bill Devine to his first councilman meeting
- 8) Supervisor Carman reported he has put out his 1st newsletter last week

Old/New Business:

HIGHWAY REPORT – Greg reported the need to replace the cemetery mower; he has a proposal off the Federal contract system as none are available on NYS OGS. Lake View Cemetery account balance is about \$26,000 which does not include the \$33,000 CD that is locked until the attorney petitions to release it. The price for the mower is \$6,231. Motion by Councilman Phelps and seconded by Councilman Driscoll to go ahead. Motion carried unanimously.

Greg brought up the Town of Canadice 2006 Mack truck is coming up for open bids and wants to know if we are in a position to bid on it. They are asking for \$85,000, we have \$40,000 in the Truck Fund and if we would sell our 2001 International possibly to T/Conesus for \$23,000. We would have to find roughly \$20,000 more. Board reviewed the annual budget and surplus balance which shows a little over \$100,000 at the end of 2013. The cost of a new truck on the state bid is \$212,000. A motion Councilman Phelps and seconded by Councilman Devine if you can get the commitment from Town of Conesus then allow Greg to negotiate with Town of Canadice up to \$83,000 to purchase the used 2006 Mack truck with approximately 98 -100 thousand miles, but to start bidding at \$78,000. Motion carried unanimously.

BALDWIN BUSINESS OFFICE TO DO A BUDGET REPORT REVIEW – Shelby Bennett of Baldwin Business along with Jason Small were present to review the monthly budget report. Tom Baldwin was unable to attend due to a recent illness.

Supervisor Carman opened any questions from the board to address at this time while Shelby was here. Councilman Phelps inquired if it would be feasible to show actual month to month to compare to same months in the previous year. Shelby stated they currently utilize Quicken & Excel for all their towns; with Phelps

question, Shelby stated it sounds like a program of Quick Books which takes more time to use the program; we do not use it but are looking at it and may offer a few towns to pilot it. If we do not convert our entire office to a uniformed program and you insistent on it she would take the suggestion to Tom and see how much more it would cost to service the account. In the meantime, the board would like to be utilized for a test pilot of the new software.

The board went through the budget and explained the reasons for some columns and the effects of utilizing it for the NYS Audit report, which helped explain many of their questions.

Supervisor Carman thanked Shelby and Jason for attending.

RESOLUTION 28-2014 PROCEDURE AUDITS OF SUPERVISOR, TAX COLLECTION/TOWN CLERK & COURT – Copy of audits passed around. Audits will be part of the official minutes.

WHEREAS, the Town Board has met at the time and place at its regular meeting, to review the 2013 examination of the Justice Court, Tax Collection, Town Clerk & Supervisor policies and procedures of their account books.

WHEREAS, two councilmen did meet with each department as indicated on audit sheets at the Town Hall do provide a process to monitor and review the work performed by those who handle money as part of their town duties; and

RESOLVED: the town board performed the examination and verification of the 2013 account books with court, tax collection, town clerk & supervisor and appeared to be in good order with the exception of the Supervisors records need improvement in Pursuant to Town Law, Section 27(1), Section 64(1), and Section 123.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Driscoll and seconded by Councilman Phelps and the results were carried with 0 nays 5 aye votes.

RESOLUTION 29-2014 CEMETERY SERVICES CONTRACT RENEWAL – Snyder Brother's has submitted a renewal bid. The contract expires March 31, 2014. The bid shows open and closing of graves have a slight increase: with Grave pricing to include open and closing: Adult \$275 to \$300, Child \$275 to \$300, Stillborn \$100 to 125, Cremated remains \$100 to \$125, Welfare \$275 to \$300, with no charge for selling plots. They also will charge an additional \$150 on open/closing for Sundays & Holidays. Foundation installation costs increased from \$20.00 to \$21.00 per cubic foot. We charge: \$500 for purchase; \$400 to open/close; \$200 for cremation – is there a need to raise our prices and should we have a fee for holiday/Sundays was discussed. Board reviewed and decided we should add the \$150 Sunday/Holiday fee to our fee schedule.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed 2014-2015 Snyder Brothers Cemetery Service contract; and

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 March 31, 2014 and expires March 31, 2015 with Grave pricing to include open and closing; Adult \$300, Child \$300, Stillborn \$125, Cremated remains \$125, Welfare \$300 with an additional \$150.00 fee for Sunday & Holidays and now therefore further be it;

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; otherwise said contract will renew automatically if no price changes.

The question of the adoption of the foregoing RESOLUTION was put into vote. Motion by Councilman Phelps and seconded by Councilman Devine and the results were carried with 0 nay 5 aye votes.

TOWN ATTORNEY – LETTER OF INTERESTS – Supervisor is in receipt of one letter of interest for the Attorney position. Attorney David DiMatteo submitted a proposal as Retainer with his list of fee schedule. Board reviewed proposal. Discussion: All agreed this was necessary and can opt at the end of the year if we find other options. A motion by Councilman Driscoll and seconded by Councilman Love to accept the contract as presented. Motion carried unanimously.

Supervisor Carman stated he has spoken with Bill Bacon of Five Star and says they may offer a serial bond; either way we will give the Conesus Lake BAN renewal project to Attorney DiMatteo to look into.

AMBUSCADE RFP MAILED OUT – Town Clerk reported all letter went out to 9 Firms: SET UP REVIEW COMMITTEE BASED ON SCHEDULE

- Receipt of RFP responses – March 31, 2014
- Candidates selected for interview – April 3, 2014
- Interviews completed – April 7, 2014
- Consultant selected – April 10, 2014
- Design development – May 2014
- Construction/contract documents completed – July 2014
- Bids received – August 2014
- Contract awarded – September/October 2014
- Construction begins – October/November 2014
- Construction completed – May 2015

We will need 2 members to review any Architect RFP's that come in to make a recommendation to the board. Councilman Driscoll offered and Supervisor Carman has put Councilman Devine on the committee with Councilman Driscoll. Town Clerk stated all information is available for review and will notify the committee once all letters come in.

CONNER GULDENSCHUH – YOUTH ENTREPRENEURSHIP PROGRAM AND POSSIBLE

FUNDRAISER – Conner submitted a letter who is working through a Young Entrepreneurs Academy that helps with youth who are starting new businesses. He has created his business of Guldenschuh Auctioning Services. He is proposing to have an auction to benefit the Town of Groveland and the Groveland Fire Department. The funds would be utilized towards the town community picnic in conjunction with celebrating the fire departments 75th anniversary. Board reviewed his letter. Basically he would be donating to the town and releases the town of being liable, but recommend we advise Conner to look into insurance coverage. A motion by Councilman Driscoll and seconded by Councilman Phelps to give the go ahead to Conner. Motion carried unanimously.

RESOLUTION 30-2014 PIGGYBACK LAW – this NYS law was introduced in 2012 and updated in November 2013; we were aware of the law but not realizing in order to utilize it we need to adopt the law. Basically it would be an amendment to our existing Procurement Plan that gives us the authority to accept pricing through other non state entities and other local officials vendors. If adopted tonight we will update our procurement plan to include the language of the Piggyback Law. For example, the lawn mower the highway is interested in is not available on the NYS contract and therefore would allow us to look at other government agencies.

RESOLVED, that to adopt the Piggyback Law and place such language to be implemented in our current Procurement Plan.

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 with 0 nay 5 aye votes.

Communications:

Assessor provided a handout from the Geneseo Central School District on the newly approved Veteran exemption that the school passed, which recently NYS changed legislation to allow schools to do, which we already do on town and county taxes. Councilman Phelps provided the background to the school resolutions. Basically, it will divert the savings to all non veterans which is less than a 1% impact to those tax payers.

Supervisor Carman stated he spoke with Attorney David Morris who says he is working on the cemetery petition.

Councilman Phelps stated that while he visited the Assessor's office, she inquired to him "why we don't apply the Ag Exemption to the Fire District." Phelps said he inquired this in previous years and suggested we look into again. Supervisor Carman will ask the Assessor to see what impact to non farmers and provide the information once the new values come in, which could take a few months in the revalue year.

Councilman Driscoll asked how the new court clerks are doing; town clerk stated wonderful they are cleaning up and updating many files electronically, with the volume being low with the holidays and such their payroll is currently slashed in half. It may only be because of the weather and holidays but it is amazing how much they are accomplishing in half the hours than previously utilized. All in all, the department seems to be operating well and very pleasant to work with. Councilman Love stated he thinks it is also because of the weather and holidays and would expect the hours to increase.

A motion by Councilman Driscoll and seconded by Councilman Phelps to adjourn the meeting. Motion carried. Meeting adjourned at 10:15 p.m. The next regular meeting will be on Thursday March 13, 2014 @ 7:30 p.m. at the town hall.

Dated February 13, 2014
Town of Groveland

Sandra L. Bean, Town Clerk