

**The regular meeting of the Groveland Town Board was held on Thursday January 9, 2014 at the Town Hall.**

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

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

**Supervisor called the meeting to order @ 7:55 p.m.**

A motion by Councilman Phelps and seconded by Councilman Driscoll the audited bills be paid. General Fund vouchers numbered 1- 17 for \$5,099.48; Highway Fund vouchers numbered 1-12 for \$2,758.27; Cemetery Fund voucher numbered 1 for \$275.00. Motion carried.

A motion by Councilman Phelps and seconded by Councilman Driscoll to accept the minutes of the yearend meeting of December 27, 2013 and organizational meeting 1/2/14 as written. Motion carried.

A motion by Councilman Driscoll and seconded by Councilman Phelps 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 24<sup>th</sup>, Sept 9<sup>th</sup>, Nov 4<sup>th</sup>
- 2) Fire Department next pancake breakfast is Sunday 1/12/14
- 3) Baldwin to attend 2/13/14 meeting @ 8:00 p.m.
- 4) Postage will go up from .46 to .49 effective January 26<sup>th</sup>
- 5) Payroll available for review
- 6) Updated EOP/GOP/ Hazard Materials handed out
- 7) Disclosure Forms handed out – due back by end of this month

**Old/New Business:**

HIGHWAY REPORT – Greg shared pictures of a truck from Town of Canadice that will be going up for sale in the spring. It will have about 100,000 miles on the truck and come with the plow and wing. The last truck we purchased from them we bought for \$72,800 but thinks we should be able to pick this one up for less. This would replace our #4 2001 International. The sale will be through Van Bortol. Board discussed trade in options compared to lease options especially with all the new emission regulations. Greg will look into.

RESOLUTION 26-2014 – AGREEMENT TO SPEND HIGHWAY FUNDS - This is the contract that the county requires each year for the town to decide which road to improve that the Supervisor & Councilman have to sign. Greg stated some of the money is part of the CHIPS.

WHEREAS, in the sum of \$110,000 may be expended for general repairs upon 43.98 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof, and

WHEREAS, Greg has designated road improvements on Gamble Road from Barber Hill Road and leading to Conesus Town line, a distance of (point) .7 miles there shall be expended not over the sum of \$13,000 with using a 24 ft width of traveled surface and oil and stone final layer, now therefore be it,

WHEREAS, work is also designated on Lattimer Road from Groveland Hill Road and leading to the seasonal section a distance of 1.3 miles shall be expended not over the sum of \$18,000 with 22ft traveled surface, and

WHEREAS, road work is planned to commence also on Crossett Road from East Groveland Road and leading to Geneseo Town Line, a distance of .4 miles shall be expended not over the sum of \$20,000 with a 21ft width traveled surface with Asphalt overlay with millings received from DOT, now therefore be it

RESOLVED, that pursuant to provisions of Section 284 of the Highway Law, the town board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the year 2014 will be utilized as specified above.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Love and seconded by Councilman Driscoll and the results were carried with 0 nay 4 ayes votes.

Councilman Phelps inquired when or why Wilson Road is not on the list? Greg stated that before Wilson can be considered that the owner would need to improve the driveway for the weight load and mud. Supervisor Carman asked for Greg and Phelps to get together and work out a plan and bring it back to the board once resolved.

REVIEW CANDIDATES FOR COUNCILMAN VACANCY - Review of the lists provided by Town Democrat & Republican Committee with Ron Niedermaier and William Devine on the lists. Term is effective 1/9/14 expires 12/31/14. The position would go on the election ballot to fill the vacancy term that expires 12/31/15. A letter of interest was submitted from Bill Devine.

Board reviewed the recommendations and letter from Bill Devine. A motion by Councilman Love and seconded by Councilman Driscoll to appoint William "Bill" Devine as town councilman. Motion carried unanimously.

APPOINTMENT TO ZBA & PLANNING – Town Clerk reported Peter Dolan stopped in and is willing to serve his community along with Fred Ingalls, Jr. A motion by Councilman Driscoll and seconded by Councilman Love to appoint Dolan to ZBA for term expiring 12/31/18 and appoint Fred to ZBA for a term expiring 12/31/15. Motion carried.

BAN – DISCUSSION FOR APRIL RENEWAL OF CONESUS LAKE WATER – Clerk spoke with Steve Foster of Five Star Bank who stated a BAN typically has a 5 year cap for new capital projects; but with permanent infrastructure the BAN can be renewed annually. As for locking a BAN, most banks along with Five Star do not do Serial Bonds. If we do renew the BAN, it does require a Town Attorney. Councilman Phelps stated that most schools use bond agencies and suggested we look into them with our current BAN; despite currently short term rates are best but not knowing how the future rates could be.

Supervisor Carman stated since the renewal does require an attorney he has checked around with other supervisors and has heard good things about Attorney DiMatteo from other Supervisor's and has asked him to submit a proposal and encouraged the councilman to relate the offer to other attorneys and submit to the town.

DISPOSAL RETENTION RECORDS – RESOLUTION 27-2014 – Records Management Officer, Sandra Bean presented an authorization sheet with records that have met or exceeded the retention schedule. Board reviewed list with no objections of items to be destroyed. (Ppr) stands for paper and (Elec) is any electronic document.

<u>Records Series</u>	<u>Dates of Records</u>	<u>Schedule Item</u>	<u>Retention</u>	<u>Ppr/Elec</u>
Town Clerk Monthly Report	2006	Reports 1.[283]	6 years	Paper
Town Clerk Bank Statements	2006	Reports 1.[283]	6 years	Paper
Grov.Sta Sewer Project *	2005-2006	2.[264]	6 years	Paper
* Ck 154-175 Acct closed				
Conesus Lake Water District	2005-2006	Reports 1.[283]	6 years	Paper
Glenwood Cemetery	2005-2006	Reports 1.[283]	6 years	Paper
Williamsburg Cemetery	2005-2006	Reports 1.[283]	6 years	Paper
Trust and Agency Acct	2005-2006	Reports 1.[283]	6 years	Paper

Highway Checking	2005-2006	Reports 1.[283]	6 years	Paper
Justice Account	2005-2006	Reports 1.[283]	6 years	Paper
Voided Checks/ Supervisors	2005-2006	Reports 1.[283]	6 years	Paper
General Checking	2005-2006	Reports 1.[283]	6 years	Paper
Budgets	2011-2012	Duplicate 19.[19]	None	Paper
Annual Report	2011-2012	Duplicate 19.[19]	None	Paper
Fax Cover sheets/ Reports	9/2006- 12/2012	General10.[10]c	None	Paper
Crt. Clk Resumes/ Application	2008-2011	Personnel/ Civil 9.[393]	3 Years	Paper

**NYS LICENSE SALES EQUIPMENT – SURPLUS/DISPOSAL** – An agreement provided from NYSDECALS with the new software requirements, we are utilizing our own hardware; but the DECALS are allowing us to dispose of the out dated materials. I have proposed we utilize the Landfill as it is one of the options; we did not utilize the system for any sensitive information. Councilman Phelps indicated the school is doing some program as a fundraiser for used/old equipment and would take it to school. Town Clerk then will list the items as donated.

**AMBUSCADE PARK GRANT RFP** – Town Clerk needs the board to set a date for the RFP to get started and have state approve before advertising. Councilman Driscoll will get a list of local architects to Town Clerk. The board has set March 31<sup>st</sup> for the RFP return date.

**AUDIT OF SUPERVISOR BANK RECORDS** – As recommended from the state auditor which is required by law to audit the supervisor's book keeping. This would be the first year and a challenge as Supervisor Merrick has retired. Board went through checklist the best they could with what was available.

**ANNUAL AUDITS OF EACH DEPARTMENT** – It was reported that Baldwin will produce the town's annual report by end of January or early February.

The board discussed that all department annual reports be turned in February to allow for a month for review and approval in March. All agreed.

### **Communications:**

Supervisor Carman reported that it is not Harold Stewart retiring from the County Water & Sewer Authority but some person with the last name of Heinz. Councilman Love is interested in serving on that board and inquired who a letter of interest should be sent to; Supervisor will find out and get back to Love.

Supervisor Carman reported he attended the county board of supervisor meetings. Supervisor Gott has gotten the Chairmanship vote. He inquired if the councilman wanted copies of the minutes from the county and if so, he would figure out how to get them as Mr. Merrick was supplied them as a courtesy as Chairman. Board members stated it was not necessary.

Town Clerk asked the board if they wanted to renew the County Art Membership as we did it a few years ago when we acquired a grant and looked to obtain an additional one for the Bicentennial. Board all stated not to renew at this time.

A motion by Councilman Love and seconded by Councilman Driscoll to adjourn the meeting. Motion carried. Meeting adjourned at 9:50 p.m. The next regular meeting will be on Thursday February 13, 2014 @ 7:30 p.m. at the town hall.

Dated January 9, 2014  
Town of Groveland

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Sandra L. Bean, Town Clerk