

The Organizational meeting of the Groveland Town Board was held on Monday January 4, 2016 at the Town Hall.

Present: Bill Carman, Supervisor; John Driscoll, Town Councilman & Deputy Supervisor; Craig Phelps, Bill Devine, Stephen Atterbury, Councilman

Absent: None

Other Attendees: None

Supervisor called the meeting to order @ 7:40 p.m.

DISCUSSION POSITION APPOINTMENTS FOR 2016: These positions historically have not been advertised unless vacancies occur after appointments or training credits are not met. The Board took the following action:

Resolution 1-2016

WHEREAS, Section 27 of NYS Town Law provides that the town board shall hire employees and make such position appointments as needed to conduct the business of the town, now therefore be it RESOLVED, by the Groveland Town Board to make the following position appointments with terms indicated that all will sign the oath of office as required.

Appointments:

John Driscoll, Deputy Supervisor term 1/1/16-12/31/16

Tammy Baker, Supervisor Secretary term 1/1/2016-12/31/2016

Pattie Johnston, Zoning board member term effective – 1/1/2016 – 12/31/2020

Frederick W. Ingalls Jr., Planning board member term effective – 1/1/2016 – 12/31/2020

Bruce Dehm, Board of Assessment – Fill vacancy term 01/01/16 – 9/30/16

Rick Sleggs, ZBA Alternate member effective 1/1/2016

Chairmanship Planning – Seth Burnette - 1 year term expiring 12/31/16

Chairmanship ZBA – Courtney Burnette – 1 year term expiring 12/31/16

Farmland Advisory Committee Chairman– Craig Phelps 1 year term expiring 12/31/16

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/16

Fire Warden – Kevin Niedermaier - 1 year term expiring 12/31/16

Town Co-Historians – David Carman, Cricket Adamson, Phyllis Dreywood – 1 year term expiring 12/31/16

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/16

Tammy Baker – Assessor – 1 year term expiring 12/31/16

Kim Burgess – Deputy Town Clerk – term effective 1/1/16-12/31/2019

Kim Burgess – Secretary to Code Enforcement – term effective 1/1/16-12/31/16

Terri Rider – Court Clerk – full time effective term 1/1/16- 12/31/2016

Candice King – Court Clerk – part time effective term 1/1/16 – 12/31/2016

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

Other Acts by the Board

RESOLUTION 2-2016 UNDERTAKING BLANKET POLICY – The amounts do reflect our approved insurance policy.

WHEREAS, the Town Supervisor, Town Clerk, Receiver of Taxes, Highway Superintendent, and Town Justices of the Town are required by law pursuant to Public Officers Law, Section 11(2) to an undertaking

which shall remain in full force and effect until the expirations of their term of office, the termination of their employment, or the further resolution of this Town Board; and

WHEREAS, the Town Board by prior resolution (50-2015 Insurance Services) has determined it is more beneficial and economical to provide the undertakings by a blanketed bond; and

NOW, THEREFORE RESOLVED, that all officers and/or employees of the Town will be bonded by a blanket bond in the amount of \$10,000 except that the following positions will carry additional surety bond in the amount of:

Court Clerk: \$20,000

Supervisor: \$150,000

Tax Collector \$125,000

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

RESOLUTION 3-2016 PROCUREMENT POLICY – annual review required. Our policy does include the piggyback law. No known law changes.

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Town to adopt and review internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103, or any other law; and

WHEREAS, comments have been solicited from those Officers of the Town involved with procurement; and RESOLVED that the Town of Groveland has reviewed said adopted policy and make no additional changes to the procurement policy that is intended to apply to all goods and services which are not required by law to be publicly bid.

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

RESOLUTION 4-2016 TO NAME/LIST IT TECH – We have utilized OnSite Computers - Tony Testa for several years and continues to meet our cost and availability. No rate changes from 2016.

WHEREAS this town board does hereby recognize the need for ongoing Computer support for town offices in conjunction with the Town Information Technology Policy to provide updates, user training and troubleshooting such potential needs; and

RESOLVED the Town name OnSite Computer Repair for all towns IT services and accept the contract dated December 29, 2015 for a 1 year term.

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

RESOLUTION 5-2016 INVESTMENT POLICY – annual review required. Supervisor Carman doesn't see any major changes other than verifying the names of the funds listed in the policy. Councilman Phelps asked with the banks rates starting to show improvement; would it benefit us to do a few CD's with any of the surplus funds. Supervisor will take a look.

WHEREAS under General Municipal Law Section 39, this town board does hereby adopt a Town Investment Policy to invest public funds that will be reviewed annually by the Supervisor in a manner which

will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town; and

RESOLVED the Investments of the Town of Groveland shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Such Policy will be kept on file with the Town Clerk's.

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

RESOLUTION 6-2016 IT POLICY REVIEW – no changes but might look closer into additional guidelines to protect the use of sensitive material in emails for fraud protection per our insurance policy.

WHEREAS pursuant to State Technology, Law, Section 208 this town board has reviewed the towns Information Technology Policy that covers a multitude of computer use, equipment, email and internet use, and breach notification policy to help ensure government compliance, foster positive employee relationships; and

RESOLVED this IT Policy will contribute to the overall success of the town in delivering services to the public effectively, efficiently and safely. Such Policy will be kept on file with the Town Clerk's.

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

RESOLUTION 7-2016 PUBLIC ACCESS FOIL POLICY – this is a new policy but one that is required for open meetings law.

WHEREAS pursuant to Public Officers Law, Section 89 this town board has reviewed the towns Public Access Foil Policy that covers information concerning the procedures by which records may be obtained; and

RESOLVED with the Public Access Foil policy designates the Town Clerk as the records access officer to be responsible for insuring appropriate agency response to public requests for access to records with the policy being on file in the Town Clerk's office.

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

RESOLUTION 8-2016 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually. A full review and changes made for Sections 503, 504, 506, 507, 510, 801, and 802. Once changes are made a copy will be made and distributed to all employees.

WHEREAS this town board has reviewed the Handbook known as Town of Groveland Employee Handbook to help ensure government compliance, foster positive employee relationships; and

RESOLVED this Handbook will contribute to the overall success of the town in delivering services to the public effectively and efficiently. Such Handbook will reflect the changes and be kept on file with the Town Clerk's office.

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

RESOLUTION 9-2016 DOG CONTROL CONTRACT – There is no new contract just a formality to the existing 2 year contract to show it is part of the budget. Contract expires 12/31/16.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2016 Dog Control Services with Livingston County Dog Control renewal contract; and WHEREAS, the contract is a carryover from 2015 without increases to provide enforcement of the Town's dog control ordinances and now therefore be it;

RESOLVED this Town Board does hereby accept the Livingston County Dog Control contract of \$4,750 that falls within the approved 2016 Budget.

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

RESOLUTION 10-2016 WORKPLACE POLICY – This policy was required by law and implemented in 2015; no known changes needed. A date needs to be set for the mandatory training as the Town Clerk will send out when a date is announced.

WHEREAS to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program this town board has reviewed the towns Workplace Violence Policy that is designed to identify the risks of workplace violence to which our employees could be exposed; and

RESOLVED with the Workplace Violence Program hereby designates the Town Clerk as the contact person to be responsible for reporting and filing forms along with setting up training programs; such policy being on file in the Town Clerk's office.

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

RESOLUTION 11-2016 OFFICIAL NEWSPAPER ADVERTISEMENT – Discussion: as Open Meeting Laws are pushing to place as much information to the website, it is not an official law to declare it to replace as an official publication. The Town Clerk does post what she can to the towns website on a regular basis. The Board took the following action:

WHEREAS, Section 64 of NYS Town Law may designate a newspaper regularly published in the town, now therefore be it

RESOLVED, that the Groveland Town Board make the Livingston County News as its official publication.

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

RESOLTUION 12-2016 CREDIT CARD USERS –The use of having credit cards is to expedite regular business that accounts cannot set up direct billing. The Board took the following action:

WHEREAS, all credit card purchases must be submitted with a tax exempt and with a receipt attached to a voucher for payment, and

WHEREAS, any employee making an unauthorized credit card purchase will be required to make restitution to the Town within 10 days, and

WHEREAS, the use of each purchase must meet within the adopted budget, now therefore be it

RESOLVED, by the Groveland Town Board to make the following list of cards and users as follows:

<u>Wal-Mart/Sam's Club:</u>	<u>Five Star -Visa:</u>	<u>Wegman's - \$500 limit</u>
Greg Adamson	Greg Adamson	Sandra Bean
Sandra Bean	Mark Caldwell	Greg Adamson
Extra card –Town Clerk office	Sandra Bean	Extra card-Town Clerk office

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

RESOLUTION 13-2016 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks; Justices utilize Steuben Trust, Town Clerk with Five Star Bank along with the Supervisor. He has obtained pledges from Five Star accounts to cover his accounts that will exceed the FDIC limits of \$250,000. He has 5 accounts he identified potentially to have or exceed \$250,000 at a time: GF checking, GF Money Market; HF checking, HF money market and Trust and Agency. Board would like more information to FDIC & pledge coverage for accounts and may consider revising the resolution at the next meeting.

~~WHEREAS, Section 64 of NYS Town Law provides that the town board shall designate the official bank of the town, now therefore be it~~

~~RESOLVED, that the Groveland Town Board does hereby designate the following banking institutions as the official banks of the Town of Groveland for the year 2016 as Five Star Bank and Steuben Trust.~~

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

***The above resolution was modified on January 14, 2016 and now reads:**

WHEREAS, Section 64 of NYS Town Law provides that the town board shall designate the official bank of the town, and

WHEREAS, the following banks institutions as desired by town offices to serve as the official banks of the Town of Groveland for the year 2016 as Five Star Bank and Steuben Trust, and

WHEREAS, both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts; and

WHEREAS, with Five Star Bank providing pledges to cover collateral over the \$250,000 FDIC; therefore be it

RESOLVED, that the Groveland Town Board does hereby designate the following banking institutions as the official banks of the Town of Groveland for the year 2016 as Five Star Bank and Steuben Trust banks both banks have provided adequate proof of FDIC protection to cover Justice, Town Clerk, Tax Collector and Supervisor town bank accounts.

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 4 aye votes. Councilman Atterbury was absent.

RESOLUTION 14-2016 VILLAGE OF DANSVILLE AMBULANCE – Town Clerk reported we have a renewal contract with no changes or fees to handle the Groveland portions stated in the contract. The other portion of the town is handled through Livingston County Ambulance along without a fee.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2016 Village of Dansville Ambulance contract; and

WHEREAS, the contract is desirous of procuring ambulance service for a portion at the point where southerly boundary intersects with Route 36, thence on Route 36 to Pioneer Road, then in a easterly direction along pioneer Road and Lattimer Road to Groveland hill Road, easterly on VanBuskirk Road to Barber Hill Road, thence southerly on Barber Hill Road to Bath Road, thence northeasterly on Bath Road to Route 256, thence southerly on Route 256 to southerly boundary line of the Town boundary to the place of beginning; and now therefore be it;

RESOLVED this Town Board does hereby accept the Village of Dansville Ambulance contract with no contract fee as approved in the 2016 Budget and authorizes Supervisor Carman to sign the agreement.

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

RESOLUTION 15-2016 ASSESSOR SERVICES – The contract is a one year contract. Our 25% portion is shows \$17,278. Geneseo is signing their portion tonight we will have at the regular meeting to sign. We are still planning on the countywide assessing program if all works out.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the 2016 Town of Geneseo Assessor contract now therefore be it;

RESOLVED this Town Board does hereby accept the Intermunicipal Agreement for Assessor services contract and compensation of the \$43,709.08 salary plus health care and retirement to have Groveland's portion of 25% that reflects with the approved 2016 Budget and authorizes all board members to sign the agreement.

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

RESOLUTION 16-2016 CODE ENFORCEMENT SERVICES - The proposal is a one year contract. Our budget matches the contract of \$19,000. Geneseo is signing their portion tonight we will have at the regular meeting to sign.

WHEREAS the Town Board has met at the time and place at its yearend meeting the town board has reviewed the proposed 2016 Town of Geneseo Code Enforcement contract now therefore be it;

RESOLVED this Town Board does hereby accept the Intermunicipal Agreement for Code Enforcement contract of \$19,000 that reflects with the approved 2016 Budget and authorizes Supervisor Carman to sign the agreement.

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

RESOLUTION 17-2016 ACCOUNTING CONTRACT – It is the Supervisor Carman's desire to continue utilizing LaDelfa, Schoder & Walker as the official accountant; they have provided improved accountability. The contract shows \$10,750 at the time of the budget LaDelfa could not commit to a number so we budgeted \$10,500; a \$250 difference.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the 2016 contract and accepted the bid with LaDelfa, Schoder & Walker Associates and Payroll Services contract now therefore be it;

RESOLVED this Town Board does hereby accept the Bookkeeping and Payroll Services contract as written of \$10,750 for bookkeeping services & payroll services.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilman Devine and seconded by Councilman Driscoll and the results were carried with 0 nays 4 aye votes. Carman abstained per his Disclosure form.

RESOLUTION 18-2016 NEWSLETTER – Supervisor Carman would like to continue publishing at least two newsletters a year, he is willing to continue if the board feels worth doing and may do more if the budgets allow. The cost is mainly postage. Board all agree the community seems to find it useful.

WHEREAS, the newsletter has been helpful to the public, now therefore be it
RESOLVED, Groveland Town Board authorizes Supervisor William E. Carman to continue the town newsletter that reflects the approved 2016 budget line in communications.

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

RESOLUTION 19-2016 MILEAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates which ended in 2015 at .575 cents per mile. Effective January 1, 2016 the mileage rate goes down to .54 cents per mile. Any reimbursement has to meet the vehicle use policy stated in the employee handbook.

RESOLVED, the Groveland Town Board accepts the mileage reimbursement rate to be used by Town of Groveland employees in conjunction with the Vehicle Use Policy and the rate to remain consistent with IRS recommendations as they are subject to change throughout the year.

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

RESOLUTION 20-2016 – ADVANCE PAYMENT – PREPAIDS – Same ones as before. The law does not cover Health Insurance premiums but feel it is detrimental to its staff not to default on.

WHEREAS, Pursuant to Town Law Section 118 (2) to authorize the payment in advance of audit of claims for public utility services, which includes fuel oil by specific definition, postage, freight and express charges. All such claims shall be presented at the next regular meeting for
Audit; and

WHEREAS, this board also recognizes the need to do advance payments for the Health Insurance coverage;
and

RESOLVED, the listed above prepaids will contribute to the overall success of the town in delivering services to the public and its employees effectively and efficiently. The health and welfare of its employees are important to the everyday flow.

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

RESOLUTION 21-2016 NYS RETIREMENT STANDARD WORK CREDITED HOURS – newly elected must fill out calendars and those reelected should review and recertify. If any new or recertifying 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. It can be any number between 6 and 8 example 6.25 hours. We

added planning & zoning members as it is required to list especially if they are part of the NYS Retirement in their other jobs.

WHEREAS, this standard will not effect the actual hours worked by employees; and

WHEREAS, the standard for each position has to be a minimum of (6) six hours and no more than (8) eight hours; and

WHEREAS, the Groveland Town Board has set the standard retirement workday per position, now therefore be it,

RESOLVED, the following hours for retirement system is set as the standard work hours for each position, the list is established for retirement purposes only

<u>Position</u>	<u>Standard Retirement Hours</u>
M.E.O.	8
Clerk to the Town Justice	7
Part-time Court Clerk	6
Town Board Councilman	6
Highway Superintendent	8
Town Clerk	6.5
Supervisor	6
Town Justice	6
Assessor	6
Attorney	6
Deputy Supervisor	6
Clerk/Secretary-Part-time	6
Planning/ZBA members	6

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

RESOLUTION 22-2016 ADOPT A FEE SCHEDULE – fee schedule is for Code and Cemetery transactions. Recommendations come from Code Enforcement Officer, Ron Maxwell.

RESOLVED, the Groveland Town Board adopts the 2016 Fee Schedule as follows:

Code Enforcement Fee Schedule for Building & Zoning Permits, & Applications

Large Commercial Non Agricultural Impact Process Fee - \$150+ any applications fees

- | | |
|--|-----------------------|
| 1. Single Family Dwelling | .20/sqft min. \$50.00 |
| 2. Multiple Family Dwelling | .20/sqft min. \$50.00 |
| 3. Additions – as per occupancy | |
| 4. Alterations – as per occupancy | |
| 4. Basement, Foundation, Crawl Space, only | \$50.00 |
| 5. Garage – Attached or Detached | .10/sqft min. \$25.00 |
| 6. Porch & Deck | .10/sqft min. \$25.00 |
| 7. Accessory Building | .10/sqft min. \$25.00 |

8. Agriculture Building	\$25.00
9. Chimney; Fireplace; woodstove; Gas appliances, Generator	\$30.00
10. Sign Permit	\$25.00 res. \$50.00 bus.
11. Pools	\$30.00 decks not incl.
12. Demolition	\$25.00
13. Commercial – Assembly, Business, Institutional & Mercantile	.20sqft min. \$25.00
14. Soil Erosion Permit – with other permits	\$5.00 w/ permits
15. Soil Erosion Permit w/o other permits	\$25.00
16. Flood Permit	\$5.00
17. Zoning Application – when building permit not required	\$25.00
18. Fuel Tank Removal – per tank	\$25.00 up to 500 gal. \$50.00 up to 5000 gal \$75.00 over 5000 gal
19. Renewal of Permits – up to 2 renewals	\$25.00 each
20. Temporary Certificate of Occupancy	\$25.00 – 1 st \$50.00 – 2 nd \$75.00 – 3 rd
21. Visual Certificate of Completion/ Placards	\$50.00
22. Work without a Permit	\$30.00
23. Amended Permit Fee	.20/sqft min \$25.00
24. Site Plan Applications – residential	\$50.00
25. Site Plan Application – all but residential	\$75.00
26. Subdivision- Minor – up to 4 lots	\$50.00 plus \$10 each lot
27. Subdivision- Major – 4 or more lots	\$100.00 plus \$10 each lot
28. Wind Tower Applications	\$ 75.00 Residential/tower \$150.00 Commercial/tower
29. Special Use & Variance Applications	\$ 35.00

Cemetery Fees:

Purchase of single plot/grave	\$ 500
Open/Close for single burial	\$ 400 +\$150 Sunday/Holiday
Open/Close for single cremation	\$ 200 +\$150 Sunday/Holiday
Foundation Installation Cost	\$ 22.00 per cubic ft. a minimum of \$175.00

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

RESOLUTION 23-2016 POLICY ON PUBLIC ADDRESSING THE BOARD – Town Clerk reported Town Law states it is the Supervisor’s responsibility to set the agenda and is recommended by the Department of State to set a policy. He stated we have never turned anyone away but if ever an agenda that prompts business meeting flow or controversy this would be reasonable.

WHEREAS, the Town Supervisor shall preside over all meetings of the Groveland Town Board, preserve order and decorum during its sessions and decide all questions of order, and
WHEREAS, anyone wishing to address the board will be granted, and
WHEREAS, if ever an agenda that prompts business meeting flow or controversy this would be reasonable to set three minute time limits to keep the meeting productive, and
WHEREAS, the privilege must be scheduled in advance through the Town Supervisor, if handouts are part of privilege of the floor, handouts must be given no later than noon on the day of scheduled meeting, now therefore be it
RESOLVED, a response may not be given at the meeting and may require a written response by the Town Board or Town’s Attorney if deemed necessary.

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

RESOLUTION 24-2016 TRAVEL & OFFICIAL BUSINESS POLICY –The Employee Handbook does not address in full detail; no known changes except for mileage rates.

WHEREAS, Section 77-c of NYS General Municipal Law whenever a municipality is authorized or required to reimburse its officers, employees, or the volunteer members or officers of the fire department of the municipality, for their actual and necessary expenses for meals in conjunction with travel on official business, the governing board of such municipality may determine by resolution to allow and pay a reasonable per diem allowance for meals in lieu of such actual and necessary expenses, and
RESOLVED, Groveland Town Board has reviewed the Travel & Official Business Policy. Such policy will be kept in the Town Clerk’s office.

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

RESOLUTION 25-2016 ENGINEER CONTRACT – Supervisor is in receipt of a renewal contract from Clough Harbour as they bill only for services utilized and have served us well in the past.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2016 Clough Harbour, LLC Engineering contract now therefore be it;
RESOLVED this Town Board does hereby accept the Clough Harbour, LLC Engineering contract as written and authorizes Supervisor Carman to sign the agreement.

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

RESOLUTION 26-2016 – TOWN ATTORNEY – This position is an independent contract and have utilized David DiMatteo Attorney’s office located in Perry NY and like their service. In addition to using their office we are members of the Association of Towns which should be utilized when it can be for legal or research to keep cost down.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2016 Attorney for the Town; and
WHEREAS, the contract is desirous of procuring legal service for the town as a needed basis as stated in the contract such services; and now therefore be it;
RESOLVED this Town Board does hereby accept the Retainer agreement with Law Office of David M. DiMatteo and authorizes Supervisor Carman to sign the agreement.

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

RESOLUTION 27-2016 MEETING DATES – the board discussed that the 7:30 p.m. still works for everyone. Town Clerk will notify all departments and run this notice in the newspaper along with placing it on the town's website.

WHEREAS, NYS Town Law requires that the town boards of towns of the second class meet periodically to accomplish certain matters such as auditing claims, and
WHEREAS, NYS Open Meeting Law and Public Officers Law both require that reasonable effort be made to hold such meeting in facilities that permit barrier free access for the physically handicapped, now therefore be it,
RESOLVED, that all regular meetings of the Groveland Town Board, throughout the year 2016 will be held at 7:30 p.m. in the Town Hall of Groveland located at 4955 Aten Road with the following schedule:

MONDAY - January 4, 2016 @ 7:30 p.m.	THURSDAY - July 14, 2016
THURSDAY - January 14, 2016	THURSDAY - August 11, 2016
THURSDAY - February 11, 2016	THURSDAY - September 8, 2016
THURSDAY - March 10, 2016	THURSDAY - October 13, 2016
THURSDAY - April 14, 2016	THURSDAY - November 10, 2016
THURSDAY - May 12, 2016	THURSDAY - December 8, 2016
THURSDAY - June 9, 2016	THURSDAY - December 29, 2016
**MONDAY - January 2, 2017- Organizational – 7:30 P.M.	
**THURSDAY - January 12, 2017- Tentative regular meeting	

PLEASE NOTE: Application for ALL TAX EXEMPTIONS (including STAR exemption) must be filed with the Assessor ON OR BEFORE MARCH 1, 2016. For further information contact Assessor Baker at 243-3860 or 991-5006. Mrs. Baker will be in his office at the Town Hall, 4955 Aten Road, Groveland most Thursdays from 10:00a.m. to 3:00p.m.

PLANNING BOARD: will meet on the following dates in the Town Hall, 4955 Aten Road, Groveland at 7:30 P.M.
PLEASE NOTE: Any new business to come before the Board has to be given to the Town Clerk at least **ten days** before the scheduled meeting.

MONDAY - January 25, 2016	MONDAY - July 25, 2016
MONDAY - February 22, 2016	MONDAY - August 22, 2016
MONDAY - March 28, 2016	MONDAY - September 26, 2016
MONDAY - April 25, 2016	MONDAY - October 24, 2016
MONDAY - May 23, 2016	MONDAY - November 28, 2016
MONDAY - June 27, 2016	

ZONING BOARD OF APPEALS: Meets on the “third” Monday of each month at 7:00 PM “as needed.” PLEASE NOTE: Any new business that comes before this Board has to be given to the Town Clerk **at least four** weeks before the scheduled meeting. A Public hearing Notice will be published for each required meeting.

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

RESOLUTION 28-2016 ADOPT COMPENSATION SCHEDULE – Proposed scheduled was prepared in line with the approved 2016 budget. The part time employees have to be announced at this meeting.

WHEREAS, Section 27 of NYS Town Law provides that the town shall fix, from time to time, the compensation of all officers and employees of the town and determine when the same shall be payable, and WHEREAS, the Groveland Town Board has determined that it is appropriate and timely to set such compensations at the yearly organizational meeting, now, therefore be it
RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2016.

Organizational Salaries Chart: 2016- Town of Groveland

<u>Name</u>	<u>Office</u>	<u>Annual</u>	<u>Disbursed</u>		
		<u>Salary</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Bi/wkly</u>
Bill Carman	Supervisor	5,000			x
Tammy Baker	Supervisor Secretary	5,000			x
Sandra Bean	Town Clerk/Collector	18,244			x
Kimberly Burgess	Deputy Clerk/Collector	12.73 p/hr			x
Craig Phelps	Town Councilman	1,200	Quarterly		
John Driscoll	Town Councilman	1,200	Quarterly		
William Devine	Town Councilman	1,200	Quarterly		
Steve Atterbury	Town Councilman	1,200	Quarterly		
Jenean Love	Town Justice	9,017.50		x	
David Livingston	Town Justice	9,017.50		x	
Kim Burgess	Assessor Secretary	12.73p/hr			x
Gregory Adamson	Highway Superintendent	57,461			x
Highway Labor	Hourly Wage (as set forth in contract)				x
Highway Dept.	Part-time employee	12.36 p/hr			x
Phyllis Dreywood David Adamson Craig Adamson	Co-Town Historian	100 to split	x		
Liv-Wyo. ARC	Janitor	80/160		x	
Sandra Bean	Registrar	350	x		
Ron Maxwell	Zoning/Code Officer	20,300		Voucher by Geneseo	
Kimberly Burgess	Safety Insp. Sec.	12.73 p/hr			x
Terri Rider	Court Clerk	14.85 p/hr			x
Candice King	Asst. Court Clerk	12.36 p/hr			x
Bill Carman	Budget Officer	100	x		
John Driscoll	Deputy Supervisor	300	x		
LaDelfa-Walker	Accountant - Payroll	10,750	Quarterly		
Seth Burnette	Planning Board, Chairman	300	x		
Fred Ingalls, Jr.	Planning Board	250	x		
Roxanne Adamson	Planning Board, Alternate	250	x		
Randy Clymo	Planning Board	250	x		
Kathy Gurak	Planning Board	250	x		
vacant	Secretary to Plan & Zoning Board	12.36 p/hr submitted by voucher			

Courtney Burnette	Board of Appeals, Chairman	300	x		
Pattie Johnston	Board of Appeals	250	x		
Phil Livingston, Sr.	Board of Appeals	250	x		
William Magee	Board of Appeals	250	x		
Peter Dolan	Board of Appeals,	250	x		
Rick Sleggs	Board of Appeals, Alternate	250	x		
Bruce Dehm	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	
J. Eric Zeller	Board of Assessment	50	x	plus mileage & \$9.00 per hour for school	

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

RESOLUTION 29-2016 - EOP/GOP/ HAZARDOUS MATERIALS – Town Clerk will provide finalized copies with 1 certified copies for the Supervisor to turn into the county.

WHEREAS, Section 23 of the NYS Executive Law requires local government shall prepare emergency procedures in the event of a crisis, now therefore be it

RESOLVED, that the Groveland Town Board does hereby accept the 2016 updated General Operating Procedure, Hazardous Materials and Emergency Operating Procedure manuals as handed out.

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

RESOLUTION 30-2016 TOWN HALL/OFFICE CLEANING SERVICES – This that and More took over in February 2015 and have provided a nice service. Their rates went from \$120 to \$128 per week for a \$96.00 annual increase.

WHEREAS, the Groveland Town board has reviewed the cleaning contract with This That and More Co. received on December 29, 2015 and have been a pleasure to have; now therefore be it

RESOLVED, the Groveland Town Board authorize Town Clerk, Sandra Bean to sign the one year contract expiring December 31, 2016 for weekly cleaning of \$128 to be an annual cost of \$1536 that has been budgeted for.

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

Other Business:

Procedure Audits for Town Clerk, Tax Collection, Supervisor & Justice - Supervisor stated they are required to be completed by January 20th of each year per NYS OSC with checklists for each department to be utilized; he recommends we add counting petty cash and timecard comparisons to be part of the checklists. These are looked for on state audits if being completed. Supervisor Carman and Councilman Driscoll will schedule with the court departments with a date and time. Councilman Phelps and Councilman Devine will audit the Town Clerk/Tax Collection on 1/11/16 @ 4:00 p.m. The Supervisor audit will be done at the regular meeting on 1/14 /16. Councilman Atterbury will be out of town before audits.

Code of Ethics & Disclosure Forms – fill out/return 1/29/16– Required to fill out and list current occupations even if not on vender list, required to list no change from previous year.

Communications/Reminders:

Regular meeting is Thursday January 14, 2016 @ 7:30 p.m. Councilman Atterbury will not be available.

Town Clerk stated Review NYS Retirement ROA activities –_must do a recertification form each year for those who have not yet enrolled and new calendars for those elected/appointed officials who have not yet enrolled.

Town Clerk stated Planning/ZBA Board training credits – look at who needs them and budgeting who gets to take them – county has not supplied the list yet hopefully will at next meeting.

Motion by Councilman Atterbury and seconded by Councilman Devine to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 11:06 p.m. The next meeting will be the regular monthly meeting to be held on Thursday January 14, 2016 @ 7:30 p.m. in the town hall.

January 4, 2016
Town of Groveland

Sandra L. Bean, Town Clerk