

**The regular meeting of the Groveland Town Board was held on Thursday July 14, 2016 at the Town Hall.**

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

**Absent:** none

**Other Town Official's in Attendance:** Greg Adamson, Highway Superintendent; Pete Dolan, Traffic Safety Representative

**Other Attendees:** Ron Niedermaier, Jan Rogers, Steve Cockerham, Megan Linsner and Brad Pinsky

**Supervisor called the meeting to order @ 7:50 p.m.**

A motion by Councilman Phelps and seconded by Councilman Devine the audited bills be paid. General Fund vouchers numbered 159-190 for \$15,236.83; Highway Fund vouchers numbered 126-146 for \$23,595.91. Motion carried unanimously.

A motion by Councilman Driscoll and seconded by Councilman Atterbury to accept the regular meeting minutes of 6/9/16 as submitted. Motion carried unanimously.

Supervisor handed out copies of the Town Clerk & Supervisors monthly financial reports. The Supervisor reports were previously emailed to give additional time for review. A motion by Councilman Devine and seconded by Councilman Phelps to accept the financial reports. Motion carried unanimously.

**Information handed out/or acknowledged:**

1. Payroll & Vehicle Mileage Log available for review
2. Seasonal portion of David Gray Hill Road remains closed
3. NYS Ag & Markets did an annual inspection of Livingston County Dog Control w/satisfactory findings
4. Time Warner/Charter did a competitive bid against Frontier phone lines – but couldn't beat Frontier

**Old/New Business:**

HIGHWAY REPORT – Greg reported with the planned work on Church Street and prepping it a few months ago he noticed what looked to be a water leak and consulted with the Livingston County Water Authority on several occasions, but they didn't think it was them. Once the work started we could see the water spraying from the water main tab; we then called the LCWSA for a site visit. Our crew did the repair and have since mailed them a bill for the time and rental equipment.

DISCONTINUANCE OF DAVID GRAY HILL ROAD – Greg reviewed the Attorney information, basically we didn't learn any more than we already acquired. Unless all property owners are willing to release use, the town has no jurisdiction to close the road, or the town would have to consider creating policy and a local law similar to what Cornell has done for the Low-Volume Roads. The board is concerned with the continued expense for a limited use road and all the liability it brings with it; they would like to keep it closed for now and continue looking at the Cornell policy. Town Clerk will email the information to all board members.

SNOW & ICE RENEWAL CONTRACT – RESOLUTION 44-2016 - Town Clerk reported that 2016 rates are \$4,000 per mile and the 2017 proposed contract is \$4,500 per mile. The contract effective dates are 10/15/16 – 10/14/2017 and serves 16.60 miles within our township.

**RESOLVED**, that pursuant to Highway Law Section 135-a providing for snow and ice control on County Roads within the Town, the Supervisor and the Town Highways Superintendent be directed to execute a contract with the County Highway Superintendent of the County of Livingston for the Town to undertake

and perform snow and ice control on County Roads located in the Town for the period beginning October 15, 2016 and ending October 14, 2017 at the rates provided.

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. Roll Call Votes: Supervisor Carman, aye; Councilman Driscoll, aye, Councilman Phelps, aye; Councilman Niedermaier, aye, Councilman Devine, aye.

TRAFFIC SAFETY PETITION – Speed limit Extension request from Betty Hainey and her family; the town's traffic safety representative, Peter Dolan that serves on the County Traffic Safety Board took the report that was filed at the County Traffic Safety office June 29, 2016. Mr. Dolan reported the request is to extend the 35mph speed limit that is near 5907 Groveland Hill Road and Davis Road farther south to extend past 5990 Groveland Hill Road. The reason given was because the mother is 90 years old and some of the other neighbors are elderly and hard to get their mail.

Board discussion:

The process is long and requires a lot of taxpayer dollars for the state to evaluate. Board members were thinking the request would be to shorten the 35 mph sign as it seems farther out than the residential area is. It would be easier for us to pass along and let the state say no but the request just doesn't seem to warrant the extension or practical for the taxpayers.

A motion by Councilman Driscoll and seconded by Councilman Atterbury to take no action at this time. Motion carried unanimously. Town Clerk will send a letter to all parties involved.

INSURANCE REVIEW – Agent, Jan Rogers of Livingston Insurance wanted to see if any changes were necessary while he is preparing for the policy renewal, which he plans to have ready for the August meeting pending how quickly the town submits the renewal application. Supervisor Carman stated another company has come to review the policy and preparing a competitive bid.

Jan inquired if the board has set a policy on how often a competitive bid will be allowed as the process is extensive on the town staff along with his? Supervisor stated no and it doesn't seem fair to tell people not to give a bid. In the meantime, he will have a renewal of policy ready for next month's meeting the board did not list any new known changes for renewal.

Jan did also explain the correspondence recently received from Summit Risk Services regarding a portion of our policy, showing the policy has hired our town attorney to handle the ZBA Article 78.

After the Insurance Agent left, the board did discuss whether we should restrict competitive bids once completed until the mandatory 3 year time per the law requirements. All agreed to pass a policy resolution at the January meeting. This will save our staff the hassle.

FIRE DEPARTMENT ANNUAL FINANCIAL REPORT – RESOLUTION 47-2016 - Pastor Cockerham along with other members to discuss the financial statement and review the revised budget with questions previously mailed from the Supervisor. Supervisor Carman stated maybe it would be best to utilize the list of questions and then allow the board the opportunity for further questions.

What is Maintenance verses Building cover? Building falls under Contract line and ball field and pavilion fall under Non Contract. It was stated the fundraisers are down \$24,000 and the breakdown of the fire department truck was discussed in length as they gave the total purchase price was \$46,000 with the base truck off OGS was \$29,100 and to outfit it with required equipment was \$17,000. Supervisor Carman asked if the department has a procurement policy and if so you follow it? Meghan Linsner stated no the items purchased are based on quotes or buy directly from state bid.

Questions were answered to the board's satisfaction.

Councilman Phelps stated that perhaps the fundraisers are down as the community heard many different versions of the purchased price of the truck as high as \$76,000, which would seem excessive; maybe better PR would have helped combat the decrease in fundraisers.

WHEREAS, the Town Board has met at the time and place at its regular meeting to review the annual financial report dated April 1, 2015 thru March 31, 2016, submitted by the Groveland Volunteer Fire Department. At which the report was previously submitted to the Town Clerk and was emailed to the town board members on May 6, 2016 to take home for review, now therefore be it;

RESOLVED this Town Board does hereby accept such revised Annual Report fiscal year ending March 31, 2016 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 with 0 nay 5 aye votes. Roll Call Votes: Supervisor Carman, aye; Councilman Phelps, aye; Councilman Atterbury, aye; Councilman Driscoll, aye; Councilman Devine aye.

The Fire Department wanted to ask the board to speak regarding budgets; they have hired an outside consultant, Brad Pinsky for assistance on budget and overall assessment.

Mr. Pinsky was given the floor as he stated he is a volunteer firefighter, consultant and attorney. He stated that the town board has more say than you think especially since it is a protection unit and not a district. All liability falls on the town in negligence. He thinks the fire department needs more coverage. There are many areas with his walk through that the department does not meet for OSHA and PESH laws many of which are unfunded mandates for instance the Bail out bag. He will be doing another walk through and further review and help them come up with a contract along with a list of items needed to get into compliance and provide it to the town in a few weeks.

LINE TRANSFERS – JULY – COURT/ATTORNEY RESOLUTION 45-2016 - Supervisor Carman stated with the recent independent justice audit, the consultation with the attorney fees are being taken from the justice contractual. The other line items should be self-explanatory.

RESOLVED: That the Groveland Town Board members do hereby authorize LaDelfa Schoder & Walker PC to make the account transfers within the adopted budget with additional amendment line items mentioned.

**Budget Transfer GF Budget as follows:**

From A1110.4 (Justice Contr) \$915 to A1420.4 (Attorney Contr)

From A1990.4 (Contingency) \$435 to A1420.4 (Attorney Contr)

From A1990.4 (Contingency) \$267 to A1440.4 (Engineer Contr)

**Increase Budget Revenues & Expenditures of HF as follows:**

DA2665 (Sale of Equipment) \$35,000

DA5130.2 (Machinery Equipment) \$35,000

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 unanimously with 0 nay 5 ayes.

RETIREMENT STANDARD WORK DAY – RESOLUTION 46-2016 – Town Clerk reported with the new changes this year and we have gotten a better handle on all the requirements. I have come up with a checklist to keep us on track. Tier 6 does have a clause to help the departments that earn less \$600 and/or are not in the retirement system in other employment. Board reviewed the list and employee calendars were passed around for board signatures. Social security numbers not listed for security reasons.

A motion by Councilman Phelps and seconded by Councilman Atterbury to accept the resolution as presented.

Standard Work Day and Reporting Resolution 46-2016							
BE IT RESOLVED, that the Town of Groveland location code 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:							
TITLE	Name	register #	SS#	Term Begin/Ends	Standard Work Day	Days/Month (based on Record Activities)	Tier 1 (check for Tier 1 only)
<b>Elected Officials</b>							
Supervisor	William E. Carman	50631019	2721	01/01/2016-12/31/2019	6	3.17	
Justice	Jenean Love	38312138	4143	01/01/2016-12/31/2019	6	4.89	
Justice	David Livingston	50588763	4756	01/01/2016-12/31/2019	6	2.42	
Town Clerk	Sandra Bean	38831160	4480	01/01/2016-12/31/2019	6.5	18.9	
Highway Supt.	Greg Adamson	33559238	2467	01/01/2016-12/31/2019	8	27.33	
<b>Appointed Officials</b>							
Historian	Phyllis Dreywood	4320823-0	1488	01/01/2016-06/01/2016	6	2.45	
Co-Historian	David Carman	43116045	5362	01/01/2016-12/31/2016	6	0.22	
Zoning Member	Patricia Johnston	43500693	6114	01/01/2016-12/31/2020	6	0.11	
Supervisor Secretary	Tammy Baker	38150371	7503	01/02/2016-12/31/2016	6	3.72	
Deputy Supervisor	John Driscoll	39417282	9678	01/01/2016-12/31/2016	6	0.36	
I, Sandra L. Bean, clerk of the governing board of the Town of Groveland, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 14 <sup>th</sup> day of July, 2016 on file as part of the minutes of meeting, and that same is a true copy thereof and the whole of such original. I further certify that the full board, consists of five members, and that five such members were present at such meeting and that 5 such members voted in favor of the above resolution.							

**RETENTION RECORDS DISPOSAL** – Records Management Officer, Sandra Bean prepared an authorization sheet with records that have met or exceeded the retention schedule in accordance to the MU-1 schedule. Board reviewed list with no objections of items to be destroyed. This pile of records were the result of Rob Turner finding more records in his dad’s barn.

Town of Groveland - Records Disposal Authorization Sheet				
				(P) Paper or (E) Electronic
<u>Records Series</u>	<u>Dates of Records</u>	<u>Schedule Item</u>	<u>Retention</u>	

Polling district Map copy	2014	Duplicate 19.[19]	0	P
Insurance Policies	2006-2009	Insurance/Self-Insurance 4.[299]	6	P
Lakeview Cemetery Bank Statement	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Glenwood Bank Statement	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Williamsburg Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Conesus Lake Water Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
T&A Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Justice Fund Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
General Fund Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Highway Fund Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
General Money Market Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Highway Money Market Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Light District #1 Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Light District #2 Bank Statements	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Voided Checks	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Supervisor Receipt Sheet	2008- 2009	Fiscal 1.[263] 2.[264]	6 years	P
Banking communication* Groveland State Bank	1927	Fiscal 1.[263] 2.[264]	6 years	P
* From barn of former Historian Larry Turner all items had rodent feces along with other damage beyond saving with other historical keepsakes.				

**RESIGNATION – PB/ZBA SECRETARY** – Town Clerk is in receipt of a resignation from Kathy Gurak from the newly duty of secretary to the planning and zoning board dated July 1, 216. Kathy is maintaining serving as a planning board member. Her resignation is due to an increase of work load at her full time employment and family member's illness. Kathy is willing to help out until a replacement can be found. A motion by Councilman Phelps and seconded by Councilman Driscoll to accept Kathy Gurak's resignation effective today. Motion carried unanimously.

Supervisor Carman had asked the Town Clerk to advertise immediately for the position as it does hold a great deal of responsibility. The notice was out and resumes were due by July 11<sup>th</sup> which we received 0 response. It was suggested to get the word out there verbally.

**JUNK LAW** - Councilman Driscoll reported he has discussed with Mr. Maxwell since the town has received the updated books; it is Ron's recommendation to rescind the Junk Law and using the current law which is part of the 1203 laws already adopted. However, Councilman Driscoll would like to compare the new laws with the junk law himself to make sure we are not missing any coverage in the laws. He will review in the next week and let the Town Clerk know as so she could prepare a local law to rescind the junk law if so needed at the August town board meeting. Board agreed.

#### Supervisor Communication:

- ✓ Water line update: a rumor went around that the state was holding the Correctional Facility water project pending water back flow tests with the scares in Michigan, but I called Cathy Van Horne and she said there is no truth to that rumor and did provide us with a timeline schedule of each stage which shows the whole project complete by August 2017.

- ✓ Senator Gallivan Funds - \$50,000 – discussed with Annie last week and it was stated that I would know before the Senator even hears if the money has been sent.
- ✓ Ambuscade Park – Construction Bid packet sent out March 13<sup>th</sup> for state approval – we got a response on 6/2/16 that wants more reports before they will approve, hopefully we can get the materials needed in the next few weeks to resend it for review. Sandy and I met with Assemblyman Bill Nojay to see if he could help speed up the process, he is looking into it on his end.
- ✓ Budgets are due next week, this also includes board members if they so choose to as they have a say in their department of salary and contractual funds.
- ✓ The court will be applying for the next round of JCAP funding to help finish furnishing the multi-use room also attempt for new carpeting in their office. The limit is \$30,000 they will be getting quotes in the next month or so.
- ✓ I am looking into creating a Social media page for the town and once I do all my research it may require the town to do a policy regarding it.
- ✓ Tomorrow is the private memorial service for Ron Maxwell's dad as Sandy has made arrangements with Geneseo Town & Village for food, she will have to step out in the afternoon to make the delivery.
- ✓ August 6<sup>th</sup> is the annual VFW picnic at the Geneseo airshow grounds; Dennis Staley has provided me with a list of some of the Groveland veterans that are members; it is his intentions to attend and invite our town veterans to attend as well.

#### **Other Communications:**

Councilman Driscoll reported he attended the Conesus Lake Association meeting as Supervisor Carman was unable to and stated the grant for the washing stations are going well that allows funding for a fulltime employee at the boat launch located on East Lake Road. They are asking each township around the lake create regulations to require all lake owners to have an address number to be placed on the lake side for emergency purposes, along to help with steep slope concerns in code. The Lake Association will provide the numbers for a \$20.00

Supervisor Carman stated he would make some report in his next newsletter to help promote the lake water side addresses.

Town Clerk reported she added a power outage page on the website and a list of updates that will be working on with our IT guy that I provided to clean up some of the pages.

Town Clerk reported the record room has had some improvements for labeling and a checklist in conjunction with the MU-1 Retention schedule. This was prompted with a recent webinar which went back to the basics and boy did we need it.

Councilman Driscoll and seconded by Councilman Devine to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:12 p.m. The next regular meeting will be August 11, 2016 @ 7:30 p.m. at the town hall.

Dated: July 14, 2016  
Town of Groveland

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Sandra L. Bean, Town Clerk