

The regular meeting of the Groveland Town Board was held on Thursday May 12, 2016 at the Town Hall.

Bill Carman, Supervisor; Bill Devine, Steve Atterbury, Councilman; Councilman Craig Phelps arrived @ 8:20 p.m.; John Driscoll, Town Councilman & Deputy Supervisor arrived @ 8:40 p.m.

Absent: None

Other Town Official's in Attendance: Greg Adamson, Highway Superintendent; Tammy Baker, Assessor

Other Attendees: Ron Niedermaier arrived @ 8:10 p.m.

Supervisor called the meeting to order @ 7:47 p.m. with a quorum present.

A motion by Councilman Devine and seconded by Councilman Atterbury the audited bills be paid. General Fund vouchers numbered 102-128 for \$16,579.25; Highway Fund vouchers numbered 83-105 for \$21,413.45; Fire & Ambulance District voucher numbered 2 for \$6,000. Motion carried.

A motion by Councilman Atterbury and seconded by Councilman Devine to accept the regular meeting minutes of 4/14/16 as written. Motion carried.

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 Atterbury to accept the financial reports. Motion carried.

Information handed out/or acknowledged:

1. Payroll & Vehicle Mileage Log available for review
2. Seasonal portion of David Gray Hill Road remains closed
3. Ambuscade Park – Construction Bid packet sent out March 13th for state approval
4. Fire Department recipients of the Open House material back 4/23/16 – their turnout was low
5. Frederick W. Totten Post 5005 & Supervisor Carman will honor National Guard Veteran Ronald Waide on Memorial Day 5/30/16 at the Town Hall around Noon
6. BOA - Grievance Day is set for Thursday 5/26/15 4-8 p.m.

Old/New Business:

HIGHWAY REPORT – currently the crew is working on grading roads and replacing culvert pipes that have rotted out. Wilson Road reconstruction will start in a few weeks weather permitting.

Discussion on cost to reopen Seasonal portion of David Gray Hill Road and the legal time before you can abandon a road. The board feels we shouldn't reopen it especially since Gamble Road has reopened. Greg stated it is a section of the road that seriously would never be converted to year round. The board would like to see if there is a law that can override the time line to abandon; Greg stated he will reach out to Association of Towns (AOT).

SURPLUS – OFFICE ITEMS/HIGHWAY – RESOLUTION 42-2016 – A list was provided. It was stated if any items were received from federal surplus the items are either past the time limit to resell or not purchased on surplus. With the recent court renovation it was difficult to plan ahead for declaring surplus items advance and once all moved the auction was being held. A receipt of what the items brought was passed around. Greg stated we have 3 John Deere 62" mower decks and since the one sold with a decent price, I figured I would try selling another at the next auction. The towns Asset lists will be updated to reflect the changes.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed surplus list, now therefore be it;

Surplus:

1. 1996 East Dump Trailer - to go to Municipal auction in Palmyra next week

2. 2014 Ford Pick Up Truck - to go to Municipal auction in Palmyra next week
3. 1984 John Deere Grader with various excess parts - to go to Municipal auction in Palmyra next week
4. John Deere 62" mower deck - to go to Municipal auction in Palmyra next week
5. Military fuel tank

Items Sold at the April 28th Auction are as follows:

6. Flatbed trailer
7. 3-point brush hog mower
8. 4 tires
9. Portable Restroom
10. Wooden desk
11. Drill Press
12. Trailer sprayer
13. Truck tool box
14. John Deere 62" mower deck

RESOLVED the items to be declared surplus as the items are no longer of use to the town, and authorize the Highway Superintendent the authority to sell the items he feels can be sold and or dispose items of no value. Any sold items an itemized slip will be turned in with payment to the town.

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 3 aye votes.

STAR EXEMPTION – as part of the 2016-2017 NYS Budget the school tax exemption program is being transitioned to a new personal income tax (PIT) basically new homeowners from March 2, 2015 no longer eligible for Star Exemption; the state now requiring for all new homeowners to register online for a check to be issued equivalent to the exemption on school tax bill. The transition form that was emailed to you is available at the Town Clerk's counter with our Assessor keeping us informed with the changes. Assessor, Tammy Baker stated she has been notified that there are 3 ~~legislatures~~ **legislators** down state that are attempting to repeal the transition. Currently the state has not set up the website to register yet. Tammy stated there are still many unanswered questions especially for those who start in the PIT program then turn 65 what is the procedure then. She thinks the state is hoping the citizens will not register which will allow the state savings and could eventually eliminate Star.

VITALE PARK SUNDAY NIGHT CONCERT- donation request with a list of the concert schedule was passed around. All agreed a nice program and feel our residents do attend.

A motion by Councilman Atterbury and Councilman Devine seconded the motion to be a gold sponsor with a \$100 donation. Motion carried. The voucher was prepared for tonight and will remain within the abstract.

EMPLOYEE HANDBOOK – The board reviewed Section's 802/803- Vacation/Sick leave "credits may not be used in increments of less than four hours." Town Clerk stated that 2 different staff members had less than 4 hours in either sick or vacation time and wanted to know if they had the option to use it up. With limited backup staff for our departments it seems reasonable to allow staff members to use smaller increments for appointments or time off. The highway department is governed under their union contract in this area. A motion by Councilman Atterbury and seconded by Councilman Devine to change the increments to be used in not less than 1 hour for both sick and vacation time in Sections 802 & 803. Motion carried. Town Clerk will update the handbook and disseminate to the staff.

RECORDS RETENTION – 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.

<u>Records Series</u>	<u>Dates of Records</u>	<u>Schedule Item</u>	<u>Retention</u>	<u>(P) Paper or (E) Electronic</u>
Fax Transmittal	2014	Communication Log 27.[27]	1 year	P
Building Permit Log	2006-2008	Building/property history data file 1.[657]	0	P
Vouchers	2009	Abstract of receipts, disbursements, or claims 11.[255]	6 years	P
Final Assessment Roll	2003-2005	Assessment and tax rolls 2.[594]b	10 years after filing	P
Tentative Assessment Roll	2010	Assessment and tax rolls 2.[594]a	5 years after filing	P
Tax Bill Stub	2009-2010	Tax collection records 1.[595]	6 years	P
Tax Collection Banking/Report	2009-2010	Banking communications 1.[263]	6 years	P
PB & ZB Minute Copies	2008-2015	Duplicate 19.[19]	0	P

FIRE DEPARTMENT ANNUAL FINANCIAL REPORT – Town Clerk emailed the report a few weeks ago for board review. The board has reviewed and had a few questions they would like to discuss further before accepting. Questions: What is the breakdown of maintenance and fuel costs, what is the difference between contract and non-contract expenses and there is a note on the report recommending 2 signatures on each check. Town Clerk will send a letter to have a representative of the Fire Department to come provide answers the boards questions for the June 9th meeting. Also, as a reminder the 2 year contract expires at the end of this year.

HONOR MILESTONE BIRTHDAY – MARY SPENCER & LOUISE HAINSWORTH – certificates Supervisor stated after starting the milestone birthdays he is proud to have sat with Mary last year and has plans to do so next week again. Also is planning a visit to Morgan Estate to see Louise closer to her birthday.

A motion by Councilman Devine and seconded by Councilman Phelps to recognize Mary Spencer & Louise Hainsworth milestone birthdays with certificates. Motion carried. The official Certificate filed in minute book.

To Honor Mary Spencer

WHEREAS, Mary Spencer was born on May 19, 1914; and

WHEREAS, as a citizen of Livingston County with ties starting in the Town of Groveland, and being the last living “Adamson” of her generation;

WHEREAS, birthdays mark a special occasion for each of us and as we go through life, some birthdays become milestones. Certainly the celebration of your 102nd birthday is indeed a wonderful milestone to reach and truly a testament of time, having experienced some of the most memorable periods of American history; and

WHEREAS, the changes in the world during the past one hundred and two years are astounding and the memories that you possess are without a doubt one of the greatest treasures; and

WHEREAS, the Town of Groveland recognizes whom we are today is vastly due to its heritage of our citizens from yesterday, today and tomorrow; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF GROVELAND that the members of this body honor and commend Mary Spencer, please allow us to share in your birthday celebration by again extending our very best wishes and a joyous “Happy Birthday”!

To Honor Louise Hainsworth

WHEREAS, Louise Hainsworth was born on June 10, 1915; and
WHEREAS, as a citizen of Livingston County with ties living in the Town of Groveland, and
WHEREAS, she worked with her husband on a local dairy farm with 63 years of marriage raising 3 children and loved being in beaver aircrafts to land on lakes for fishing; and
WHEREAS, birthdays mark a special occasion for each of us and as we go through life, some birthdays become milestones. Certainly the celebration of your 101st birthday is indeed a wonderful milestone to reach and truly a testament of time, having experienced some of the most memorable periods of American history; and
WHEREAS, the changes in the world during the past one hundred and one years are astounding and the memories that you possess are without a doubt one of the greatest treasures; and
WHEREAS, the Town of Groveland recognizes whom we are today is vastly due to its heritage of our citizens from yesterday, today and tomorrow; and
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF GROVELAND that the members of this body honor and commend Louise Hainsworth, please allow us to share in your birthday celebration by again extending our very best wishes and a joyous “Happy Birthday”!

PLANNING BOARD/ZBA ON JUNK LAW AMENDMENTS – Councilman Driscoll had not arrived yet, but Supervisor Carman had read the correspondence of letters with Mr. Maxwell and Councilman Driscoll that stated Councilman Driscoll would recommend the town maintain with the current Junk Law as NYS has come out with new 2015 NYS Property Maintenance Laws which are stricter than our Junk Law. The 2015 law comes in effect around July 2016 once published. Until then we will maintain and decide how to streamline the process once the new law is available for our view.
Councilman Driscoll arrived @ 8:40 p.m. and asked for any input. He stated the 2015 Code is stricter may be redundant to our Junk Law but that is the only area we have been informed of and worth comparing the two before eliminating completely.

Supervisor Communication:

- ✓ Water update thus far is the water authority is thinking of taking the property at Livingston’s on Maple Beach Road by eminent domain for the pump house. There will be no shovels in the ground this in Groveland as they are working out the changeover in Livonia first; also because the Farmers haven’t decided on what plan to go with yet. The tower will be located on Dennison Road. County Highway Superintendent, Don Higgins is assessing the projects timeline to decide to topcoat this year of not as it was not planned. WSA is no longer asking us to pursue a water district which is a surprise as they will not be able to relieve to taxes if unpaid charges.
- ✓ I attended Seniorama last week with Jerry Adamson as the award recipient; it was very enjoyable.
- ✓ Senator Gallivan Funds - \$50,000 – discussed with Annie last week that says we will know before they do as it has been sent up to the Governor’s office already.
- ✓ I attended the Teen Recognition awards ceremony April 27th with 4 our Groveland youths; this program is outstanding and kudos to Ted Saunders with his commitment to the program.
- ✓ Badge ID’s were ordered for our Code Officer & Assessor to meet our Workplace Violence policy out in the field.
- ✓ Geneseo is discussing with the county to have Ron handle some of the county code inspections; if it goes through it would offset our costs to Geneseo.
- ✓ I have received a copy of a letter that Code Enforcement has sent to the lake property with the false fire alarms.
- ✓ I had Sandy do the Nationalgrid Webinar last week to make sure we have up to date information on reporting outages. The webinar was mainly how they are governed and their policy on how they operate; they are no longer offer a private number for officials, we are to consult with the County

Emergency Management or the District Grid liaison. A few pages we will place into our EOM/GOP policies.

- ✓ Memorial Day parade is Monday May 30th in Geneseo with the Veterans Posts doing their honors with various memorial stops that includes our Town Hall that is honoring Ron Waide who was in the National Guard. Dennis Staley has notified the Waide family. The community is encouraged to attend.
- ✓ I reached out to Assemblyman Nojay today to seek his assistance with our Park grant as the new person has had our packet for 8 weeks now; hoping to get this project in full swing.

Councilman/Town Clerk/Other Communications:

Town Clerk reported that Wednesday May 11th training day at Houghton College was very informative in 3 of the 4 classes for me and all good reviews from the other 3 staff members that attended classes related to their departments. I have implemented a few things already with more in the coming months from the training instructors. The NYMIR class was informative on fraud. Councilman Phelps asked was there anything that stood out from the fraud class. Town Clerk response stated it was amazing to see how many municipalities really don't follow some of the basic rules and policies but everything they asked if each town had in place, Groveland could say yes to all with the exception of a fraud policy; which has been on my list to put together as I have two samples to use; plan on having it ready for the organizational meeting.

Town Clerk reported that her Deputy will be at the June meeting as I will be leaving that evening for a weekend trip.

Town Clerk handed out a portion of her training material related to Open Meeting Laws by Bob Freeman; this may serve as a refresher to most of you but some are newer and may like the material.

Others:

Ron Niedermaier had nothing to report.

A motion by Councilman Atterbury and seconded by Councilman Phelps to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:14 p.m. The next regular meeting will be June 9, 2016 @ 7:30 p.m. at the town hall.

Dated: May 12, 2016
Town of Groveland

Sandra L. Bean, Town Clerk