

The regular meeting of the Groveland Town Board was held on Thursday November 1, 2018 at the Town Hall.

Present: Bill Carman, Supervisor; Bill Devine, Town Councilmember & Deputy Supervisor; Ron Niedermaier, Councilmember

Absent: Steve Atterbury and Amy Phelps Councilmembers

Other Town Official's in Attendance: James Love, Highway Superintendent; Donald "Mark" Caldwell, Deputy Highway Superintendent; Ron Maxwell, Code Enforcement Officer

Other Attendees: None

Supervisor called the meeting to order @ 7:43 p.m. Supervisor Carman led the pledge to the flag.

A motion by Councilmember Niedermaier and seconded by Councilmember Devine the audited bills be paid. General Fund vouchers numbered 241-270 for \$11,256.37; Highway Fund vouchers numbered 203- 214 for \$5,023.03. Motion carried.

A motion by Councilmember Devine and seconded by Councilmember Niedermaier to accept the regular meeting minutes of 10/11/18 approved as presented. Motion carried.

Supervisor handed out copies of the Town Clerk & Supervisors monthly financial reports. The supervisor financial report with monthly statement of all money received and disbursed. Councilmember Devine and seconded by Councilmember Niedermaier to accept both financial reports. Motion carried unanimously.

Information handed out/or acknowledged:

1. Food Pantry collection box is located at the town hall – open during office hours
2. Groveland Fire Dept. pancake breakfast- second Sunday of each month
3. Groveland Fire Dept.-Community Christmas Tree lighting December 8, 2018@ 6pm
4. Tractor Supply credit card letter of closure of account

Old/New Business:

HIGHWAY REPORT – Highway Superintendent Love provided his information for the audit of fuel usage. Supervisor Carman stated that he appreciates the work that he put into the audit; however we need to have a start point to know that the usage is accurate. The information that the Highway Superintendent did not have a starting point.

Councilmember Devine asked when was the last time the tanks have been sticked to know that the gauges are accurate? He stated that there is a chart that is available to stick the tank. The chart provides size of tank and capacity to then go by inches of the stick to get your amount of fuel that is currently in the tanks. Then you can assess to make sure the gauges that are on the tanks are accurate for auditing purposes.

Highway Superintendent was not sure when the tanks have been checked by a stick.

Councilmember Devine stated that this should be done prior to and after fuel has been delivered, he also suggested a monthly reading for auditing purposes. He also suggested asking the supplier to supply an inch reading as well.

Supervisor Carman asked Deputy Highway Superintendent Caldwell to please contact our suppliers to see if they have a stick that can be used for this purpose along with a chart for auditing purposes. He stated that he does not feel there is an issue with the fuel usage but this board need to do their due diligence of overview of all departments in the Town.

Deputy Highway Superintendent agreed to contact the supplier and will have information for the next board meeting.

Highway Superintendent reported that the snow plows have been prepared for winter's arrival. The waterline has been filled at the town and we are awaiting pressure testing for it.

Supervisor Carman inquired about the CHIPS submission for this year?

Highway Superintendent Love stated that he is waiting for copies of canceled checks he has requested but all other paperwork is ready. He will submit by the November 9, 2018 submission deadline. We should have reimbursement prior to the end of this year.

Highway Superintendent Love stated that he and his Deputy have been meeting with truck vendors to prepare for the purchase next year. It will take approximately a year for a truck that is ordered to arrive so they are hopeful to have all necessary information for the December meeting to provide to the Board.

VILLAGE OF DANSVILLE AMBULANCE CONTRACT RESOLUTION 49-2018 – 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 without a fee.

WHEREAS the Town Board has met at the time and place at the regular meeting the town board has reviewed the proposed 2019 Village of Dansville Ambulance contract; and

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the proposed 2019 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 2019 Budget and authorizes Supervisor Carman to sign the agreement.

INTERMUNICIPAL MACHINERY TOOLS SHARED SERVICES – RESOLUTION 50-2018 - the contract is extending for 1 year for 2019. No changes other than updated equipment and wages as listed in the contract.

WHEREAS, the Town Board has met at the time and place at its regular meeting, to review the Extension Intermunicipal Agreement with Livingston County Highway of sharing machinery, tools, equipment and services with each other; and

WHEREAS, the Town may enter into this type of Machinery, Tools, Equipment and Services Sharing Agreement to NYS Highway Law Section 142-b and Section 142-d; and

WHEREAS, the County enter into this type of Machinery, Tools, Equipment and Services Sharing Agreement to NYS Highway Law Section 133-a; and

WHEREAS, the Town Board agrees with such contract and authorizes Supervisor William Carman to sign the 1 year contract to expire December 31, 2019; and

THEREFORE BE RESOLVED; that the Highway Superintendent, Jim Love will possess such powers and authority to determine the needs and availability of such equipment and labor and the rates are variable based on union contract rates.

AMMENDMENT TO LOCAL LAW #1 OF 1992 & LOCAL LAW #3 2005- DOCK AND MOORING LAW INTRODUCTION – Zoning Board Secretary emailed a request from the Zoning Board to amend a portion of the Dock and Mooring Law. Their request is to include deletion of “*All such right-of-ways or parcel. . .*” under F on pg. 4 the highlighted area.

Board discussion- All agreed with the request.

Motion by Councilmember Niedermaier and seconded by Councilmember Devine to move forward with the public hearing to amend Local Law #1 of 1992 & Local Law # 3 2005 and replace Local Law #?? of 2018.

Public hearing scheduled for December 13, 2018 at 8pm.

DEPUTY TOWN CLERK APPOINTMENT- Town Clerk stated that the transition period is coming to a close with her current Deputy Town Clerk, Sandra Bean on December 31, 2018. She has met and interviewed Keitha Sleggs and feel that she will bring a great deal to the office as her new deputy, who she can trust and will maintain a confidential professional office. Keitha will be retiring from her full time employment June 30, 2019. Town Clerk would like to begin training in December while maintaining the hours budgeted for Deputy Town Clerk, there would be a one month overlap of this position.

Motion by Councilmember Niedermaier and seconded by Councilmember Devine to accept the recommendation of the Town Clerk an appoint Keitha Sleggs as Deputy Town Clerk beginning December 3, 2018- December 31, 2018 with the rate of pay \$13.35 per hour. Motion carried.

CODE ENFORCEMENT SECRETARY-Town Clerk stated that currently she is the Code Office Secretary with 4 hours budgeted per week. She would like the Board to appoint Keitha Sleggs to this position, as her new role as Town Clerk requires more of her time. It is hard to find applicants willing to work for a 4 hour period weekly. Town Clerk stated she would be sharing the time with Ms. Sleggs in the beginning for training purposes. Code Officer Ron Maxwell has been consulted and supports the appointment.

Motion by Councilmember Niedermaier and seconded by Councilmember Devine to accept the recommendation of the Town Clerk and appoint Keitha Sleggs as Co-Code Office Secretary beginning December 3, 2018 with the rate of pay \$13.35 per hour. Motion carried.

TOWN CLERK 2019 OFFICE HOURS- Town Clerk stated that beginning in January 2019 her office hours will be Monday 12pm-4pm, Tuesday 9am-4pm, Wednesday 12pm-4pm, Thursday 9am-4pm, and Friday 9am-4pm. She will be in the office daily and will continue to take appointments by request.

NYS RETIREMENT STANDARD WORKDAY REPORTING RESOLUTION 51-2018 - Board reviewed the list with additional employee calendar passed around for board signatures. Social security and membership numbers not listed for security reasons. A motion by Councilman Niedermaier and seconded by Councilman Devine to accept the resolution as presented. Motion carried unanimously.

Standard Work Day and Reporting Resolution # 51-2018								
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	Standard Work Day Hrs/day	Name	register #	SS#	Term Begin/Ends	Record of Activities Result	Tier 1 (check for Tier 1 only)	Check if not * completed time keeping system
Elected Officials								
Appointed Officials								
Town Clerk	6.5	Kimberly Burgess			7/23/2018-12/31/2018	13.5		
On this 1st day of November 2018 _____, Town Clerk Date enacted: November 1, 2018								
I, Kimberly Burgess, 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 1st of November, 2018 on file as part of the minutes of such 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 three of such members were present at such meeting and that 3 of such members voted in favor of the above resolution.								
* Those that did not do record keeping we asked but chose not to participate								
IN WITNESS WHEREOF, I have hereto Set my hand and the seal of the Town of Groveland.								
Affidavit of Posting: I, _____, being duly sworn, deposes and says that posting of the Resolution began on _____ and continued for at least 30 days.								
That the Resolution was available to the public on the:								
<input type="checkbox"/> Employer's Website @ www.grovelandny.org - under Public Notices								
<input type="checkbox"/> Official sign board at the main front entrance								
Town Clerk Seal								

AMBUSCADE PARK— Supervisor Carman stated it has been a very rough road attempting to fulfill the guidelines of the grant, SHPO approved plans and having contractors actually bid on this project. In the end we cannot in good conscience move forward with the cost of the project as it was designed as there will be no guarantee that the Town would ever receive reimbursement for this project as we have passed the deadline for the project to be finalized. I have never heard back from the certified letter dated February 12, 2018 that was sent regarding this project.

I have asked Randy Fuller of Crosier Consultants to review and come up with a design similar to what was at Ambuscade Park prior to the demolition of the original pavilion. He has provided plans for the Board to review. Sandra Bean, retired Town Clerk and current Deputy Town Clerk attached a letter of her opinion regarding the plans. Sandy has been a valuable asset in the navigation of this grant as she has been here since its inception, I value her input regarding the plans.

With all of that we have another component to all of this, BOCES trade was to build the pavilion this spring following the original SHPO approved plans as this Board was aware. I will contact BOCES to inform them of this change once the Board approves the plans so we can continue to move forward.

Ron Maxwell was present and discuss the changes that have been made from the original plans to the plans Randy Fuller proposed. Code Office Maxwell was asked to assist on this portion of the project by the Supervisor due to his expertise. He stated that a Certificate of Compliance will not be issued until an ADA compliant side walk is installed to the structure.

Board Discussion: All members were extremely happy with the proposed plans that were provided as they felt it maintained the historical look to the original pavilion that was at Ambuscade Park prior to the grant.

Motion by Councilmember Devine and seconded by Councilmember Niedermaier to have Crosier Consultants finalize the plans with the minor changes they provided the Code Officer. Motion carried.

Supervisor asked the Deputy Highway Superintendent if the porta potty at Ambuscade Park can be purchased by the Town and do a maintenance agreement to have cleaned.

Deputy Highway Superintendent stated he will research it and follow up at the December meeting.

Assessor- Supervisor Carman stated that following up from last month's meeting there is communication from the Attorney to review and recommends going into executive session.

EXECUTIVE SESSION-Councilmember Niedermaier made a motion to go into executive session, seconded by Councilmember Devine for matters relating to medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal. Motion carried.

The board asked Town Clerk to attend.

Board entered executive session at 9:06 p.m.

A motion by Councilmember Niedermaier, seconded by Councilmember Devine to close the executive session with no action taken. Motion carried.

Returned to regular session at 9:12 p.m.

Supervisor stated that we will wait until the December meeting to further discuss the Assessor position.

Supervisor Communication: I have received a quote from Steve Morsch of Morsch Pipeline, Inc for the water filling station grant monies. I have forwarded it on to the SAM grant representative in hopes of approval, fingers crossed we have all their required quotes and can move forward with the project.

Coffee with the County was successful, we had residents come prepared with questions for the County Administrator. One resident was so appreciative to hear of the programs the County does support that are not mandated, should the need ever arise they are glad to know what is available.

When you go the County's Government center you will notice stricter security at the entrance for safety purposes.

Other Communications: Town Clerk stated she was in receipt of the advertisement of the community Christmas tree lighting sponsored by the Fire Department, December 8, 2018. Pastor Cockerham wondered if any of the Board members would be interested in judging the ugly sweater contest that will be held at this event. She will email the Board the information so they can review their calendars for their availability. Town Clerk will follow up with Pastor Cockerham their availability to judge the contest.

Town clerk asked in preparation of the January Organizational meeting date typically is the first Thursday after the new year begins; however this date is January 3rd and the office is closed on the 1st. Would the Board want to choose a different day?

Board discussion: All stated they did not have a preference one way or the other. Supervisor Carman stated email a couple of dates to choose from and we can go from there.

Town Clerk stated that the County has made great progress with the Tax Collection program software company BAS. They have not worked out all of the details but are confident that it will be available for the January 2019 tax season. An Intermunicipal agreement will be forth coming with all of the details soon.

A motion by Supervisor Carman and seconded by Councilmember Niedermaier to adjourn the meeting. Motion carried. Meeting adjourned at 9:20 p.m. The next meeting will be the regular meeting December 13, 2018 @ 7:30 p.m. at the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: November 1, 2018