

The Organizational meeting of the Groveland Town Board was held on Thursday January 5, 2023 at the Town Hall.

Present: Bill Devine, Supervisor; Sandra Bean, Deputy Supervisor and Councilmember; Amy Hunter, Councilmember; and Steve Atterbury, Councilmember

Other Town Officials: D. Mark Caldwell, Highway Superintendent

Absent: John Macauley, Councilmember

Supervisor called the meeting to order @ 9:04 a.m. Councilmember Hunter led the pledge to the flag.

A motion by Councilmember Hunter and seconded by Councilmember Bean to accept the yearend meeting minutes of 12/29/2022 approved as presented. Motion carried.

DISCUSSION POSITION APPOINTMENTS FOR 2023: 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 1-2023 - APPOINTMENTS

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 per Public Officers Law Section 10 all will sign the oath of office within 30 days of appointment.

Appointments as follows:

Sandra Bean, Deputy Supervisor term expires 12/31/2023

Trista Tozier, Supervisor Secretary term expires 1/1/2023 12/31/2023

Dave Tozier Zoning board member term effective – 1/1/2023 – 12/31/2028

Evelyn Rose, Planning board member term effective – 1/1/2023 – 12/31/2028

Abigail Bean, Zoning Board member term effective – 1/1/2023-12/31/2027

Barb Dantz, Planning Board member term effective- 1/1/2023- 12/31/2027

Chairmanship Planning – Randy Clymo - 1 year term expiring 12/31/2023

Chairmanship ZBA – Pattie Johnston – 1 year term expiring 12/31/2023

Planning and Zoning Board Secretary- Trista Tozier- 1 year term expiring 12/31/2023

Farmland Advisory Committee Chairman– John Macauley 1 year term expiring 12/31/2023

Farmland Advisory member – Planning & Zoning Chairman – 1 year term expiring 12/31/2023

Town Historian – Chelsey Aten– 1 year term expiring 12/31/2023

Ron Maxwell – Code Enforcement Officer – 1 year term expiring 12/31/2023

Keitha Sleggs – Deputy Town Clerk – term effective 1/1/2023-12/31/2023

Keitha Sleggs – Code Enforcement secretary – Term effective 1/1/2023 – 12/31/2023

Kim Burgess- Cemetery Sexton Term effective 1/1/2023 – 12/31/2023

Sarah Driscoll – Court Clerk effective term 1/1/2023- 12/31/2023

Deb Coburn – Court Clerk effective term 1/1/2023- 12/31/2023

Doug Meyer- Board of Assessment Review effective term 10/01/2022-9/30/2027

Other Acts by the Board

RESOLUTION 2-2023- UNDERTAKING

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 (55-2022 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
- Secretary Supervisor: \$150,000
- Tax Collector \$125,000

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent.

RESOLUTION 3-2023 PROCUREMENT POLICY – annual review required. Our policy does include the piggyback law. No known law changes. Board wants all quotes to be attached to the vouchers to show they meet the policy and cannot be submitted to the board without it.

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 made 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 Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent.

RESOLUTION 4-2023 INVESTMENT POLICY – annual review required.

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 Councilmember Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent.

RESOLUTION 5-2023 IT POLICY REVIEW – Annual review required, the board added an addendum for any equipment such as laptops etc that is used off site that would be required prior to issuance of such item.

Councilmember Hunter inquired about removing or keeping section B. regarding personal pictures wall paper as a screensaver on desk top computer screen.

Board discussion that most is harmless but to disseminate to all departments to ensure that all departments realize the town does have an IT Policy and that it should be followed.

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 Councilmember Bean and seconded by Councilmember Macauley and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Councilmember Atterbury, aye; Councilmember Bean, aye; Councilmember Macauley, aye; Councilmember Phelps, absent.

RESOLUTION 6-2023 PUBLIC ACCESS FOIL POLICY – The policy is required for open meetings law. No changes to the 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 Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent.

RESOLUTION 7-2023 EMPLOYEE HANDBOOK REVIEW – recommended this be reviewed annually.

The town board decided to approve the handbook as is but would like to review the policy again in February specifically section regarding bereavement and IT to ensure it coincides with the town's IT Policy.

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 Councilmember Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent.

RESOLUTION 8-2023 WORKPLACE POLICY – This policy was required by law and implemented in 2015. Town Clerk sends out information to take online courses now.

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 along with the Highway Union Representative 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 Councilmember Hunter and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 9-2023 OFFICIAL NEWSPAPER ADVERTISEMENT – Discussion: as Open Meeting Laws requires to place as much information to the website, but it does not replace the law to declare it to be used 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:

January 5, 2023

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 Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 10-2023 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>Five Star -Visa:</u>	<u>Walmart Tax Exempt Card</u>
D. Mark Caldwell	Kimberly Burgess
William Devine	Extra card –Town Clerk office
Kimberly Burgess	

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 11-2023 DESIGNATING OFFICIAL BANKS – Town Clerk reported she has checked with all departments with accounts and they wish to maintain banks; Justices utilize Community Bank, Town Clerk with Five Star Bank along with the Supervisor. obtained pledges from Five Star accounts to cover his accounts that will exceed the FDIC limits of \$250,000.

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 2023 as Five Star Bank and Community Bank, 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 2023 as Five Star Bank and Community 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 Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 12-2023 ACCOUNTING CONTRACT – It is the Supervisor Devine’s desire to continue utilizing LaDelfa, Schoder & Walker as the official accountant; they have provided improved accountability. Contract matches the budgeted amount.

WHEREAS the Town Board has met at the time and place at its organizational meeting the town board has reviewed the 2023 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 \$15,000 for bookkeeping services & payroll services.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Bean and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 13-2023 NEWSLETTER – Supervisor Devine would like to continue publishing at a newsletter if time allows him. He is willing to continue if the board feels worth doing and may do more if the budgets allow.

WHEREAS, the newsletter has been helpful to the public, now therefore be it

RESOLVED, Groveland Town Board authorizes Supervisor William G. Devine to continue the town newsletter that is reflected in the approved 2023 budget line in communications.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 14-2023 MILEAGE RATE REIMBURSEMENT – Supervisor stated we have followed the Federal IRS rates 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 listed in the Employee Handbook 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 Councilmember Hunter and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 15-2023 – 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. The town board also felt that the lease payment for the copier needed to be included previously.

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 along with the Konica Minolta Lease; and

RESOLVED, the listed above prepays 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 Councilmember Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 16-2023 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.

WHEREAS, this standard will not affect 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, as set forth in NYS Retirement Law Section 315, 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
Temp or Part-time Highway	6
Clerk to the Town Justice	7
Court Clerk	6
Town Board Councilman	6
Highway Superintendent	8
Town Clerk	6.5
Supervisor	6
Town Justice	6
Zoning/Code Enforcement Officer	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 Councilmember Hunter and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 17-2023 ADOPT A FEE SCHEDULE – fee schedule is for General Office, Code and Cemetery transactions. Most recommendations come from Code Enforcement Officer, Ron Maxwell. Ron Maxwell recommended the area highlighted in res to be changed. Cemetery contract comes up in March and could see changes in that area around that time.

RESOLVED, the Groveland Town Board adopts the 2023 Fee Schedule as follows

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

- | | |
|--|-----------------------|
| 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 | |
| 5. Basement, Foundation, Crawl Space, only | \$50.00 |
| 6. Plumbing or Electric Permit | \$50.00 |
| 7. Garage – Attached or Detached | .10/sqft min. \$25.00 |

8. Porch & Deck	.10/sqft min. \$25.00
9. Accessory Building	.10/sqft min. \$25.00
10. Agriculture Building	\$25.00
11. Chimney; Fireplace; woodstove; Gas appliances, Generator	\$30.00
12. Sign Permit bus.	\$25.00 res. \$50.00
13. Pools incl.	\$30.00 decks not
14. Demolition	\$25.00
15. Commercial – Assembly, Business, Institutional & Mercantile	.20sqft min. \$25.00
a.) Large Commercial Non Agricultural Impact/Truss Process Fee - \$150+ any applications fees	
16. Soil Erosion Permit – with other permits	\$5.00 w/ permits
17. Soil Erosion Permit w/o other permits	\$25.00
18. Flood Permit	\$5.00
19. Zoning Application – when building permit not required	\$25.00
20. Fuel Tank Removal – per tank gal.	\$25.00 up to 500
gal	\$50.00 up to 5000
gal	\$75.00 over 5000
21. Renewal of Permits – up to 2 renewals	\$25.00 each
22. Temporary Certificate of Occupancy	\$25.00 – 1 st \$50.00 – 2 nd \$75.00 – 3 rd
23. Visual Certificate of Completion/ Placards	\$50.00
24. Work without a Permit	\$30.00
25. Stop Work Order	\$100.00
26. Amended Permit Fee	.20/sqft min \$25.00
27. Site Plan Applications – residential	\$50.00
28. Site Plan Application – all but residential	\$75.00
29. Subdivision- Minor – up to 4 lots lot	\$50.00 plus \$10 each
30. Subdivision- Major – 4 or more lots lot	\$100.00 plus \$10 each

31. Wind Tower Applications	\$ 75.00
Residential/tower	
	\$150.00 Commercial/tower
32. Solar Energy Systems - On site use under 1 Megawatt	\$ 50.00 Tier 1
-Non Residential Off Site Use over 26 Kilowatts but under 1 Megawatt	\$ 1,000.00 Tier 2
-Non Residential Off Site use over 1 Megawatt	\$ 1,500.00 per
Megawatt	
	Tier 2
33. Special Use & Variance Applications	\$ 75.00
34. Large Commercial Non Agricultural Impact Process Fee	\$150+ App. Fees
35. Fire Inspections	\$ 50.00 Missed
Appt.	
36. Attorney/Engineer Fees – reimbursable from applicant contract	Cost to town per
w/applicable applications	
37. Assessable/Handicap Ramps	Variance/Permit fee
waived	
38. Return Dishonored Check Fee	\$ 20.00
39. Dog Replacement Tag	\$ 15.00
40. Highway Permit – Road digging	\$100.00
41. Water Fill Station	\$0.25/ 50 gallons

Current Rates Good Through March 31, 2022:

Cemetery Fees:	Public
Purchase of single plot/grave *Charged to person	\$ 500
Open/Close for single burial +\$150 Sunday/Holiday	\$ 475
Open/Close for single cremation +\$150 Sunday/Holiday	\$ 300
Foundation Installation Cost per cubic ft. a minimum of \$250.00 * Charged to person	\$ 28.00
Overtime Charge for funerals that arrive after 3:30 p.m.	\$100.00/ hr

New Rates Effective April 1, 2022 – March 31, 2023

Cemetery Fees:	Public
Purchase of single plot/grave *Charged to person	\$ 500
Open/Close for single burial +\$150 Sunday/Holiday	\$ 500
Open/Close for single cremation +\$150 Sunday/Holiday	\$ 325
Foundation Installation Cost per cubic ft. a minimum of \$250.00 * Charged to person	\$ 28.00
Overtime Charge for funerals that arrive after 3:30 p.m.	\$150.00/ hr

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 18-2023 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. Supervisor 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 Councilmember Atterbury and seconded by Councilmember Hunter and the results were carried with 0 nay, 4 ayes. Roll Call Votes:

Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 19-2023 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 Councilmember Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 20-2023 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 2023 Clough Harbour, LLC Engineering contract now therefore be it;

RESOLVED this Town Board does hereby accept the Clough Harbour, LLC Engineering contract as written with billing only as services are utilized and authorizes Supervisor Devine to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 21-2023 – TOWN ATTORNEY – This position is an independent contract and have utilized David DiMatteo Attorney’s office located in Warsaw 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 2023 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 Devine to sign the agreement.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Hunter and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 22-2023 MEETING DATES – the board discussed that the 9:00 a.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 2023 will be held at 9:00 a.m. in the Town Hall of Groveland located at 4955 Aten Road with the following schedule:

THURSDAY – January 5, 2023	THURSDAY - July 13, 2023
THURSDAY - January 12, 2023	THURSDAY - August 10, 2023
THURSDAY - February 09, 2023	THURSDAY – September 14, 2023
THURSDAY - March 09, 2023	THURSDAY - October 12, 2023
THURSDAY - April 13, 2023	THURSDAY - November 09, 2023
THURSDAY - May 11, 2023	THURSDAY - December 14, 2023
THURSDAY - June 08, 2023	THURSDAY - December 28, 2023

**THURSDAY - January 04, 2024- Organizational – 9:00 A.M.

**THURSDAY - January 11, 2024- Tentative regular meeting

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 23, 2023	MONDAY - July 24, 2023
MONDAY - February 27, 2023	MONDAY - August 28, 2023
MONDAY - March 27, 2023	MONDAY - September 25, 2023
MONDAY - April 24, 2023	MONDAY - October 23, 2023
MONDAY - May 22, 2023	MONDAY - November 27, 2023
MONDAY - June 26, 2023	

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 the **Friday four weeks before** the next scheduled meeting. A Public hearing Notice will be published for each required meeting. *Tuesday January 17, 2023 exception due to MLK Holiday

*Tuesday February 21, 2023 exception due to Presidents’ Day

*Tuesday June 20, 2024 exception due to Juneteenth

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 23-2023 ADOPT COMPENSATION SCHEDULE – Proposed scheduled was prepared in line with the approved 2023 budget. The hourly 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,

RESOLVED, that the Groveland Town Board does hereby adopt the following compensation schedule for year 2023.

Schedule on Attached to back of resolution

Organizational Salaries Chart: 2023- Town of Groveland

Name	Office	Annual Salary	Disbursed		
			Yearly	Monthly	Bi/wkly
William Devine	Supervisor	6,000			x
Trista Tozier	Supervisor Secretary	5,835			x
Kimberly Burgess	Town Clerk/Collector	26,000			x
Keitha Sleggs	Deputy Clerk/Collector	16.54/hr.			x
John Macauley	Town Councilman	1,350	Quarterly		
Amy Phelps	Town Councilman	1,350	Quarterly		
Sandra Bean	Town Councilman	1,350	Quarterly		
Steve Atterbury	Town Councilman	1,350	Quarterly		
Mark Bean	Town Justice	9,854		x	
Jenean Love	Town Justice	9,854		x	
Donald Caldwell	Highway Superintendent	66,282			x
Hwy MEO -FT	Hourly Wage (as set forth in contract)				x
Hwy MEO - PT	MEO part time (as set forth in contract)				x
Highway Dept.	Part-time employee	16.12hr.			x
Chelsey Aten	Town Historian	150	x		
FLDDSO-OPWDD	Cleaning Services	\$46.86/ week		x billed	
Kimberly Burgess	Registrar	360	x		
Carlton Maxwell	Assessor	12,758			x
Ron Maxwell	Addressing Official	\$35/new add.		By voucher	
Ron Maxwell	Zoning/Code Officer	16,542			x
Kimberly Burgess	Cemetery Sexton	250	x		
Keitha Sleggs	Safety Insp. Sec.	16.54/hr.			x
Sarah Driscoll	Court Clerk	17.07/hr.			x
Debra Coburn	Asst. Court Clerk	16.54/hr.			x
Kolleen Redman	Asst. Court Clerk	22.50/hr.			x
William Devine	Budget Officer	200	x		
Sandra Bean	Deputy Supervisor	350	x		
LaDelfa-Walker	Accountant - Payroll	15,000	Quarterly		
Randy Clymo	Planning Board, Chairman	300	x		
Fred Ingalls, Jr.	Planning Board	250	x		
Roxanne Adamson	Planning Board, Alternate	250	x		
Barb Dantz	Planning Board	250	x		

Charles Keenan	Planning Board	250	x		
Evelyn Rose	Planning Board	250	x		
Trista Tozier	Secretary to Plan & Zoning Board	16.50/hr		By voucher	
Pattie Johnston	Board of Appeals, Chairman	300	x		
Dave Tozier	Board of Appeals	250	x		
Phil Livingston, Jr.	Board of Appeals, Alternate	250	x		
William Magee	Board of Appeals	250	x		
Peter Dolan	Board of Appeals,	250	x		
Abigail Bean	Board of Appeals	250	x		
Eric Zeller Doug Meyer Bruce Dehm	Board of Assessment	200	x		

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Bean and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 24-2023 - EOP/GOP/ HAZARDOUS MATERIALS – Town Clerk will provide 1 certified copies for the Supervisor to turn into the county and one to each department and board member.

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 2023 updated General Operating Procedure, Hazardous Materials and Emergency Operating Procedure manuals with the updates.

The adoption of the foregoing RESOLUTION was duly out in vote on motion of Councilmember Atterbury and seconded by Councilmember Bean and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 25-2023 SEXUAL HARASSMENT PREVENTION POLICY- This policy was required by law and implemented in 2018. Town Clerk sends out information to take online courses now.

WHEREAS to meet the requirements of New York State Labor Law Section 201-g and highlights some of the elements that are found within our employee handbook; this town board has reviewed the towns Sexual Harassment Prevention Policy that is designed to prohibit sexual harassment in the workplace;

WHEREAS this town board does hereby adopt a Policy known as Town of Groveland Sexual Harassment Prevention Policy to help ensure government compliance, and foster positive employee environment; and

RESOLVED the Sexual Harassment Prevention Policy hereby designates the Town Supervisor as the contact person to receive complaints either orally or written; 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 Councilmember Hunter and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

RESOLUTION 26- 2023 CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY- This is a new policy that was mandated by NYS Labor Law and implemented during the COVID Pandemic 2020 and available for review annually.

WHEREAS to meet the requirements of New York State Labor Law has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

WHEREAS this town board does hereby adopt a Policy known as Town of Groveland Continuation of Operations during a Public Health Emergency to help ensure government compliance, and foster positive employee environment; and

RESOLVED the Continuation of Operations during a Public Health Emergency Policy hereby designates the Town's plan in the event the Governor declares a State disaster emergency involving a communicable disease; 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 Councilmember Hunter and seconded by Councilmember Atterbury and the results were carried with 0 nay, 4 ayes. Roll Call Votes: Supervisor Devine, aye; Deputy Supervisor & Councilmember Bean, aye; Councilmember Hunter, aye; Councilmember Atterbury aye; Councilmember Macauley, absent

Other Business

Procedure Audits for Town Clerk, Tax Collection, and Supervisor & Justice - Supervisor stated they are required to be completed by January 20th of each year per NYS OSC as letters were received from our justices as well. Checklists for each department to be utilized.

Town Clerk/ Tax Collector audit scheduled following the organizational meeting, to be performed by Supervisor Devine and Councilmember Atterbury.

Justice Audit to be scheduled with Councilmember Hunter and Councilmember Macauley, Councilmember Hunter will contact the court and Councilmember Macauley to set up a time for the audit.

Supervisor audit will be at the regular board meeting January 12, 2023.

Town Clerk reported that the NYS Retirement Calendars and/or recertification have been passed out to those required to fill out a 3-month calendar or ROA recertification forms.

Town Clerk distributed Code of Ethics & Disclosure Forms – fill out/return 1/31/23– Required to fill out and list current conflicts even if not on vender list, required to list no change from previous year.

Supervisor Devine stated the insurance agent contacted the town regarding the cyber insurance and the rate has almost doubled due to the amount of cyber crime that has increased. The insurance company gave their recommendations to the board.

A motion by Councilmember Bean and seconded by Councilmember Atterbury to go with the agent's recommendation of cyber insurance, CFC following the quote of \$3,559.63. Motion carried.

Supervisor Devine stated that he would like to contact SARS (Sons of the American Revolution) to discuss the potential of moving Ambuscade monument down to the pavilion area to see how they would feel about moving the monument as the stairs will always be a concern even if they are repaired now, it will always be a concern in the future. Board was in agreement with the inquiry.

Motion by Councilmember Atterbury and seconded by Councilmember Bean to adjourn the meeting. Motion carried. Meeting adjourned 10:04 a.m. The next meeting will be the regular monthly meeting to be held on Thursday January 12, 2023 @ 9:00 a.m. in the town hall.

Kimberly D. Burgess, Town Clerk
Town of Groveland
Dated: January 05, 2023