

**The regular meeting of the Groveland Town Board was held on Thursday October 11, 2018 at the Town Hall.**

**Present:** Bill Carman, Supervisor; Bill Devine, Town Councilmember & Deputy Supervisor; Steve Atterbury, Ron Niedermaier, Amy Phelps, Councilmembers

**Absent:** None

**Other Town Official's in Attendance:** James Love, Highway Superintendent; Donald "Mark" Caldwell, Deputy Highway Superintendent

**Other Attendees:** Jacob Logsdon, Dave Bojanowski, Jon and Morgan White

**Supervisor called the meeting to order @ 7:57 p.m.** Supervisor Carman asked Councilmember Niedermaier to lead the pledge to the flag.

A motion by Councilmember Niedermaier and seconded by Councilmember Atterbury the audited bills be paid. General Fund vouchers numbered 209- 240 for \$31,877.18; Highway Fund vouchers numbered 183-202 for \$54,739.32. Motion carried unanimously.

A motion by Councilmember Atterbury and seconded by Councilmember Devine to accept the regular meeting minutes of 9/06/18 approved as presented. Motion carried unanimously.

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. A motion by Councilmember Niedermaier and seconded by Councilmember Atterbury 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. Thank you card from Liv Co. Workforce Development

**Old/New Business:**

HIGHWAY REPORT – Highway Superintendent, Love reported-He received 8 applicants for the Highway MEO position. He has interviewed all the applicants and chose Jacob Logsdon for the full time MEO position.

Motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to accept the Highway Superintendent's recommendation of hire with a start date of October 29, 2018 at the rate of \$18.00. Motion carried unanimously.

Town Clerk stated that she will see that Mr. Logsdon gets the necessary paperwork for his position.

The waterline to town hall building began on Monday September 24, 2018 with our Highway crew installing the line.

Board discussion- All were pleased with the work that the highway crew did installing the waterline and asked the Town Clerk to draft a letter of appreciation on behalf of the Board, to be signed by the Supervisor for their diligence and hard work to make the installation of the waterline a success.

The Supervisor stated that Ramsco will be assisting the Town for the pressure test necessary on the new waterline into the Town Hall. He stated that once that is done we will need to do the same as the County with further tests on the line and chlorination of the line.

Highway Superintendent Love stated that the highway employees have been busy preparing for the winter, making sure the winter equipment is getting installed and grading of the roads will begin once weather gives the opportunity to do so.

2019 PRELIMINARY BUDGET RESOLUTION 45-2018- Town Clerk presents the Preliminary 2019 Budget with no changes from the Tentative. Town Clerk reported the notice for hearing was published in the Livingston County News.

Supervisor read the hearing notice read and opened the hearing @ 8:00 p.m. and stated that we are not exceeding the tax cap.

Public Comments: None

A motion by Councilmember Atterbury and seconded by Councilmember Niedermaier to close the public hearing. Motion carried. Hearing closed at 9:50 p.m.

WHEREAS, the Town Board has met at the time and place specified in the Notice of the Public Hearing on the Preliminary Budget held October 11, 2018 and heard all persons desiring to be heard thereon, now therefore be it

RESOLVED that this Town Board does hereby adopt the Preliminary Budget as the Annual Budget of this Town for the fiscal year beginning on the first day of January 2019 and that such Budget as so adopted with no amendments, And by this Board, be entered in detail in the minutes of the proceedings of this Town Board and be it

FURTHER RESOLVED that the Town Clerk of this Town shall prepare and certify, in duplicate, copies of said Annual Budget as adopted by this Town Board, together with the Estimates, if any, adopted pursuant to Section 202-A Sub. 2 of the Town Law and deliver one copy thereof to the Supervisor of this Town to be presented by him to the Board of Supervisors of this County.

DAVE BOJANOWSKI, GENESEE VALLEY CONSERVANCY – Mr. Bojanowski is presenting on behalf of Highgrove Farm that is owned and operated by Jon and Morgan White. Highgrove Farm in Groveland was selected by the Livingston County Ag & Farmland Protection Board in 2018 to apply for a NYS Dept. of Ag & Markets Farmland Protection Grant. The grant provides funding to protect approximately 1054 acres of prime farmland with a conservation easement. The conservation easement will permanently protect the property as farmland and limit non-farm related development. Mr. Bojanowski presented a map and draft letter if the board approves.

Jon White, owner of Highgrove Farm stated that this would be 1 of 3 grants that have been applied for in the Town of Groveland.

Supervisor Carman stated that he will be abstaining from decision due to conflict of interest.

A motion by Councilmember Atterbury, and seconded by Councilmember Phelps to authorize Deputy Supervisor Devine to submit a letter of endorsement for the FPIG application of Highgrove Farms to NYS Ag & Market from the Town Board. Motion approved. Supervisor Carman abstained.

The letter was prepared and signed and given to Mr. Bojanowski at the meeting

BAS ITAX PROGRAM- RESOLUTION 46-2018- Town Clerk is requesting to move forward with the tax program from BAS she presented at the last meeting. The Town would not be billed until January of 2019 for this service. BAS had met with some Town Supervisors, Livingston County IT and Livingston County

Real Property to discuss the program. BAS has expressed that there will be a cost savings that would benefit all towns in the county that would be implementing their program in 2019 and there may be the opportunity for shared services.

WHEREAS the Town Board has met at the time and place at its regular meeting the town board has reviewed the proposed quote from Business Automation Services (BAS) – tax program; and

WHEREAS, the County web- based program is no longer viable;

WHEREAS, there may be the potential for shared services for the BAS tax program with Livingston County for fiscal and training purposes;

RESOLVED, that the Supervisor is authorized to sign contract with BAS for the purchase of the Tax Collection Software Program and an Intermunicipal Agreement with Livingston County for shared services.

SURPLUS ITEMS- RESOLUTION 47-2018- Town Clerk stated the tables are items the court no longer needed following the improvements from the JCAP Grant, which also gave 2 cabinets to be used in the Town Clerk’s office for more uniform storage. The cabinet and the desk used for the Code Officer have been replaced by the court cabinets. The Town Clerk’s typewriter broke and no longer viable.

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:**

- 2 -Small metal tables with wood laminate top
- 1- Black wooden storage cabinet
- 1- Wooden laminate desk with pull out keyboard shelf
- Brothers EM530 Typewriter

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 take items to Auction or dispose of if no monetary value. Any sold items must turn an itemized slip in with payment to the town.

RETENTION RECORDS - REVIEW LIST FOR DISPOSAL - Records Management Officer, Kimberly Burgess 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>	<b>(P) Paper or (E) Electronic</b>
Dog license applications	1/2011-8/2018	Dog 2.[163]	3 Years	Paper
Dog license Reports	2009-2011	Dog. Reports 6.[167]a	6 Years	Paper
Complaint Log -code/hwy	2011- 2015	General.Complaint 14.[29]c	1 Year	Paper
Residency Sticker & ticket log	1992-2011	Environmental Fac.Permits 1.[880]	6 Years	Paper
NYS Retirement Rules Correspondence	1996-2002	General/General 10.[10]b.	6 Years	Paper

NYS Office of Comptroller Correspondence	1994-2007	General/General 10.[10]b.	6 Years	Paper
Town Board Correspondence	1991-1996	General/General 10.[10]b.	6 Years	Paper
Town Attorney Correspondence	1985-1994	General/General 10.[10]b.	6 Years	Paper
Voting Machines	1999-2002	General/General 10.[10]b.	6 Years	Paper
NYSDOT Correspondence	1982-2000	Transportation/Eng.Report 14.[624]a.	6 Years	Paper
Purchasing contract- Kistner Concrete	1998	Fiscal/Purchasing 2.[561]	6 Years	Paper
Oath of Office	1986-2005	Election.4.[178]	1 Years	Paper
Vital Records application/letters	2011-2012	Vital Record.ViT-07	6 Years	Paper

TRACTOR SUPPLY CREDIT CARD- Town Clerk stated there has been an issue with the Tractor Supply Credit Card issued through Citi Bank. A payment was issued back in June that Tractor Supply did not know where to apply payment. A fax with copy of canceled check was sent on July 12, 2018 along with the letter they sent so payment could be applied to the account. There has been numerous calls from Citi Bank inquiring about the June payment. The card has been unable to be used by the Highway Superintendent due to the lack of proper applied payment from Citi Bank employees. The Town Clerk spent over an hour at the beginning of the October speaking with Supervisors from the customer resolution team at Citi Bank to resolve to this issue, this was just one of the many times her office has dealt with Citi Bank regarding the issue of payment. The Highway Superintendent stated that there is no benefit that comes with having the Tractor Supply Credit card and he has the ability to use the Five Star Credit Card at Tractor Supply. Town Clerk asked the Board if once the June payment is resolved with Tractor Supply how do they wish to proceed with the Tractor Supply Credit card.

Board discussion- If there is no difference between using the Five Star Credit Card and Tractor Supply Credit at Tractor Supply store it would seem to make sense to use the Five Star Credit Card. Five Star is a local bank and should another issue arise with applying payment to an account a local option may be easier than having contact nationally.

A motion by Councilmember Phelps, and seconded by Councilmember Atterbury to cancel Tractor Supply Credit card once payment issue is resolved.

SEXUAL HARASSMENT PREVENTION POLICY- RESOLUTION 48-2018- Town Clerk stated that the Sexual Harassment Prevention model policy from NYS was approved with minor changes from their draft policy. NYS requires all employers to have a policy in place by October 9, 2018.

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.

ASSESSOR POSITION- Councilmember Atterbury and Councilmember Niedermaier reported they interviewed an applicant for Assessor. The Board was in receipt of two applications; however the second applicant submitted resume after deadline. The two Town Board members did review the late resume but felt

that the applicant has multiple Towns they are the Sole Assessor for and did not see where they could add another town.

EXECUTIVE SESSION-Supervisor Carman made a motion to go into executive session, seconded by Councilmember Atterbury 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 8:55p.m.

A motion by Supervisor Carman, seconded by Councilmember Phelps to close the executive session with no action taken. Motion carried.

Returned to regular session at 9:17 p.m.

Supervisor Carman stated with the commitment to the appointment this Board made with the current Assessor expiring December 31, 2018, has been given the opportunity to be informed of the open position both verbally and by email.

Councilmember Atterbury and Councilmember Niedermaier reported the applicant that was interviewed for Assessor was Dan Stanford. He comes with the experience of working in communities that have both farming and lake properties. Mr. Stanford is also is NYS Code Enforcement certified which will assist him in evaluation of homes. He is familiar with working in a community that provide senior group meetings or associations. This way he can get information to the residents regarding any updates to exemptions or how they can obtain exemptions. All the references that were contacted could not say enough positive about his work ethic and his professionalism.

A motion by Councilmember Phelps and seconded by Councilmember Devine to hire Dan Stanford to fill the interim Sole Assessor position effective January 1, 2019- September 30, 2019 at a salary of \$10 per parcel and provide a job description that has been approved by the Town Attorney. A letter will be sent to Mr. Stanford outlining the Town Boards decision regarding the interim Sole Assessor position offered.

AMBUSCADE PARK- Supervisor reported that only one bid was received for facilitating site work at Ambuscade Park. The bid was publically opened at 9:07am on Monday September 10, 2018. The bid was for \$55, 534.60 for labor only. Supervisor Carman felt this was more than the Town could accept as the materials would still need to be purchased for this project.

Board discussion- All agreed with Supervisor Carman's concerns, they are here to do what is best for the tax payers and be fiscally responsible regarding this project.

A motion by Councilmember Phelps seconded by Councilmember Atterbury to not accept the bid that was opened on September 10, 2018 for facilitating site work at Ambuscade Park. A letter will be sent by the Town Clerk to the bidder to inform of the bid status.

Randel Fuller from Crosier Consultants has been asked to review the original plans that have been approved by SHPPO to see where the Town can make adjustments for cost saving measures to the approved plans while maintaining the original historical look that SHPPO requires. Mr. Fuller has reviewed the plans and is in the process of drawing up new plans to remove the concrete pillars and multiple layers of block in the

plans. This should significantly reduce the cost of labor and materials in hopes to move forward with the project.

Board discussion- They wish to see what Mr. Fuller comes up with for plans, so it can be put out for bid as a final effort to stay similar to the approved SHPPO plans. The deadline of time is coming to a close with winter weather fast approaching and the need to get decision finalized with this project as it effects multiple agencies. The Board would like to advertise for sealed bid to facilitate site work at Ambuscade Park in both the LCN and the Penny Saver for 1 week with the plans Mr. Fuller provides. The Board stated that we can wait one more week for plans to arrive to facilitate getting a sealed bid out. If the Town cannot have the plans by October 19, 2018 from Crosier Consultants then we will not advertise and make another decision regarding the Ambuscade Park project at the November 8, 2018 Town Board meeting.

A motion by Councilmember Phelps seconded by Councilmember Atterbury to advertise sealed bid to facilitate site work at Ambuscade Park with Crosier Consultants plans should they be prepared by the October 19, 2018 deadline.

### **Supervisor Communication:**

- ✓ We are in receipt of a quote for the camera that would be placed on the side of the building where the filling station would be from Doyle. All quotes have been forwarded to SAM grant, however we still do not have the quote for the installation of the filling station. An email was sent to Villager Construction requesting the quote which we still have not heard anything from Villager. I have contacted Steve Morsch and requested a quote to install the water filling station equipment.
- ✓ I have signed the updated Intermunicipal Agreement from LCWSA for the waterline extension to the Town Hall that included the changes that Attorney DiMatteo had recommended.
- ✓ National Grid has contacted the Town to get the information necessary to start invoicing for the street lighting.
- ✓ County Administration Director Ian Coyle will be at the Town Hall for an open meeting on Monday October 15<sup>th</sup> at 10:30 am to discuss any concerns or questions our residents may have relating to the county.

### **Other Communications:**

Town Clerk reported the Board of Elections have reviewed the hall previously and provided a required flow pattern of tables and chairs to facilitate Election Day. The jury/ meeting room has been finalized and we no longer have a place to store the court benches for Election Day with the furniture in the meeting/ jury room. In the past the Highway Crew moved chairs in and out of the hall to prepare for Election Day. The court benches are extremely heavy and hard to move. The Town Clerk asked how the board wishes to proceed to prepare for the upcoming Election Day in November. Highway Superintendent Love stated he would have highway crew move any furniture necessary on the prior to Election Day and return the furniture back following the election.

Board wishes the highway crew to move furniture to prepare for Election Day and return furniture after Election Day.

Councilmember Niedermaier stated he attended very informative tour at Lawnel Farms tour held on October 10, 2018. The purpose of the tour was to help foster a greater understanding of what takes place on modern dairy farms today and enhance the transparency of milk production, conservation practices, and animal care.

A motion by Councilmember Atterbury and seconded by Councilmember Devine to adjourn the meeting. Motion carried. Meeting adjourned at 9:54 p.m. The next meeting will be the regular meeting November 8, 2018 @ 7:30 p.m. at the town hall.

Kimberly D. Burgess, Town Clerk  
Town of Groveland  
Dated: October 11, 2018

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