

A regular meeting of the Geneseo Town Board was held on Thursday, June 10, 2010 in the conference room of the Geneseo Town Office Facility.

PRESENT: W. Wadsworth, R. Taylor, D. Dwyer, R. Irwin, F. Manapol

ALSO PRESENT: J. Coniglio-Town Attorney, L. Levey-Hwy Supt, R. Maxwell-Code Enf Officer, L. LeMoyné-Secretary to the Supervisor, T. Lauffer- Raymond F. Wager, CPA, J. Peterson, V. Peterson, G. Pease, P. Duffy, J. Morse

MEETING OPENING, APPROVAL OF MINUTES & VOUCHERS:

Supervisor Wadsworth called the meeting to order at 7:00 pm. Councilman Taylor led the pledge to the flag and a moment of silence was held for service men and women serving around the world.

The Board reviewed the minutes of May 27th. Mr. Manapol moved and Ms. Irwin seconded the motion to approve the minutes of May 27, 2010 as presented. Motion passed with voting as follows: Wadsworth-aye; Taylor-aye; Dwyer-aye; Irwin-aye. Nays: None. Mr. Manapol abstained from voting as he was absent from the May 27th meeting.

The Board reviewed the abstract of vouchers. Voucher #520 in the amount of \$290.48 to Walmart was added to the abstract. Mr. Taylor moved and Mr. Dwyer seconded the motion to approve payment in the indicated amounts for the following vouchers (no vo. #459):

General A Fund vo #430 through #520	\$47,323.81
General B Fund vo #433through #509	\$5,842.03
Hwy DA Fund vo #441 through #518	\$64,878.47
Hwy DB Fund vo #441 through #508	\$5,879.46
Water O&M SW0 Fund vo #427 through #512	\$6,116.80
Water District #1 SW1 Capital Fund vo #428 & #434	\$1,139.69
Water District #2 SW2 Capital Fund vo #428 thru #435	\$2,383.91
Water District #3 SW3 Capital Fund vo #467	\$4,407.00
Sewer District #1 SS1 vo #429 & # 467	\$71.97
Special Light District SL Fund vo #511	\$294.87
Booher Hill Rd water Capital Fund H2 vo #481 & #487	\$1,613.57

Motion passed with voting as follows: Wadsworth-aye; Dwyer-aye; Taylor-aye; Manapol-aye; Irwin-aye. Nays: None.

AUDIT OF 2009 FINANCIAL RECORDS:

Tom Lauffer of Raymond Wager CPA office addressed the board with regards to the audit completed of the 2009 town financial records. Mr. Lauffer walked the Board through the Financial Statements and reported that the Town is in good financial condition. He praised the work of Linda LeMoyné, Secretary to the Supervisor, and reviewed some suggestions to improve internal controls, such as implementation of a purchase order system, development and implementation of a fraud (whistleblower) policy, improvement of online banking procedures, development of procedures for issuing IRS form 1099 and improvement of computer accounting controls. Some of

these suggestions are already being implemented or worked on. Mr. Lauffer also reported that auditing standards now require management to document in writing their understanding of the internal accounting controls that are in place in the finance department and recommended that, to accomplish this, the Administration document the procedures performed for the various finance department functions. The Board thanked Mr. Lauffer for his report.

PUBLIC HEARING – CAPITAL WATER UNIT ASSESSMENT ROLL:

At 7:40 pm Mr. Wadsworth opened the public hearing on the special water district assessment roll.

Jane Morse and Gary Pease both questioned what the special water district assessment is. Supervisor Wadsworth responded that it is a charge on the January tax bill to pay for capital improvements associated with each water district. He explained the change in the method of assessing commercial units by evaluating meter size. The Clerk added that for single family residential properties such as Ms. Morse's, the number of units assessed is 1 which has not changed.

There being no further questions for the public hearing at this time, the board continued with regular business.

MISCELLANEOUS:

Highway Superintendent Levey reported that the materials for the *installation of the Booher Hill Road water main* are at the Highway Building and construction will begin on Monday.

The *May Supervisor's report* was in Board packets.

The Clerk supplied the Board with state contract pricing for a new *Toshiba copier*. It was agreed that because the current copier is working better after it was moved to a drier/less humid location, no action will be taken at this time

WARNER ROAD SURPLUS PROPERTY SALE:

Attorney Coniglio updated Board Members on the status of the sale of the Warner Road surplus property. The Livingston County Planning Board is reviewing the town's subdivision of this property at their meeting tonight and it is on the agenda for concept approval at the June 14th Town Planning Board meeting. It is expected that the Town Planning Board will schedule a public hearing for June 28th and, provided there are no unforeseen problems, the subdivision could be approved by the Town Planning Board after the closing of that hearing.

COMPUTER SUPPORT SERVICES:

The Board reviewed a proposed contract from Integrated Systems for computer support. The hourly rate without a contract is \$155/hour but hours can be purchased in blocks of time for a reduced rate as follows: 10 hours - \$95/hour; 25 hours - \$90/hour; 50 hours - \$85/hour; 100 hours - \$75/hour. The Town Clerk recommended purchasing

50 hours at \$85/hour, since January 2008 was the last time a block of 100 hours was purchased and it lasted 2.5 years. Councilman Dwyer questioned if Livingston County can provide this service through their ITS department. Supervisor Wadsworth will check with the ITS Director Dale Nieswiadomy, and the Board will revisit this issue at their July meeting.

DAILY LOG FOR EMPLOYEES:

Supervisor Wadsworth reported that the daily log for employees has been revised for employees to list their job activities hour to hour rather than just time worked. At the next Board meeting, he continued, the Board is required to adopt a resolution establishing a standard work day for elected and appointed officials who were elected or appointed as of August, 2009, which will allow for the appropriate retirement time to be credited more easily.

PUBLIC HEARING – CAPITAL WATER UNIT ASSESSMENT ROLL:

Supervisor Wadsworth suggested that when looking at assessing capital water units for commercial properties by meter size, the board should look at the necessary/required water meter size rather than the actual size. The AWWA has a water demand calculation worksheet which could be used to assist in determining the required meter size.

At 8:15 pm Mr. Dwyer moved and Ms. Irwin seconded the motion to close the public hearing on the capital water unit assessment roll. Motion passed with voting as follows: Wadsworth-aye; Dwyer-aye; Irwin-aye; Taylor-aye; Manapol-aye. Nays: None.

Mr. Dwyer moved and Mr. Taylor seconded the motion to adopt the 2010 Assessment Roll for capital water units, as on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye; Dwyer-aye; Taylor-aye; Manapol-aye; Irwin-aye. Nays: None.

ADJOURNMENT:

At 8:20 pm Mr. Dwyer moved and Mr. Manapol seconded the motion to adjourn the meeting. Motion passed unanimously. Jean Bennett, Town Clerk