

Geneseo Town Board Organizational Meeting

Thursday, January 8, 2015

The Organizational Meeting of the Geneseo Town Board was held on Thursday, January 8, 2015 in the conference room of the Geneseo Town Office Facility.

PRESENT: William S. Wadsworth, Supervisor
Roberta Irwin, Deputy Supervisor
Jerald Wrubel, Councilman
Felicisimo Manapol, Councilman
Patti LaVigne, Councilwoman

ALSO PRESENT: Larry Levey, Highway Superintendent
Courtney Kennedy-Town Clerk
Conrad Baker, Genesee Sun
Joseph Ferrero
Joanne Harris
Dale Sells

ARRIVING LATE: Ed Russell, Underberg & Kessler
Todd Cucchiara

ORGANIZATIONAL BUSINESS:

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

Supervisor Wadsworth appointed Councilwoman Irwin as his Deputy Supervisor.

Councilman Wrubel moved and Councilwoman Irwin seconded the motion to appoint Jane Dulmage as **Court Clerk** for a term of one year. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilwoman LaVigne moved and Councilman Manapol seconded the motion to reappoint Steve Haigh to a five year term on the **Zoning Board of Appeals**, through December 31, 2019. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilman Wrubel moved and Councilwoman Irwin seconded the motion to reappoint Carolyn Meisel as **Alternate Member** of the ZBA for a one year term. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilwoman LaVigne moved and Councilman Manapol seconded the motion to reappoint Ken Book and Robert Irwin to the **Architectural Review Board** for a one year term. Motion passed with voting as follows: Wadsworth-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None. Councilwoman Irwin abstained from voting.

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Councilwoman LaVigne moved and Councilman Manapol seconded the motion to designate the **Livingston County News** as the Town's official newspaper. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to designate all commercial banks within the Town of Geneseo as **official depositories**. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilman Wrubel moved and Councilwoman LaVigne seconded the motion to adopt the current IRS **mileage reimbursement rate** as the Town's reimbursement rate for travel. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilwoman Irwin moved and Councilwoman LaVigne seconded the motion to schedule the following Thursdays in 2015 at 7:00 pm for their **regular meetings**: January 22, February 12, February 26, March 12, March 26, April 9, April 23, May 9, May 23, June 11, July 9, August 13, August 27, September 10, September 24, October 8, October 22, November 12, December 10. All regular meetings will be held in the Conference Room of the Geneseo Town Office Facility, except the meeting of August 13th, which will be held at 7:00 PM at the Pavilion at Long Point Park. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

Councilwoman Irwin moved and Councilman Manapol seconded the motion to authorize the Supervisor to **prepay** "time-sensitive" bills. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The board reviewed various policies, as attached in the official minute book:

The **Procurement Policy** was last updated and adopted January 4, 2014. Councilman Wrubel moved and Councilwoman LaVigne seconded the motion to re-adopt the Procurement Policy resolution as amended to now read:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings.

| <u>ESTIMATED AMOUNT OF PURCHASE CONTRACT</u> | <u>METHOD</u> |
|--------------------------------------------------|-----------------------------|
| \$2500 - \$4999 | 2 Verbal quotations |
| \$5000 - \$9999 | 3 Written/fax quotations or |

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| <u>ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT</u> | <u>METHOD</u> |
|------------------------------------------------------|-------------------------------------------------------|
| \$2500 - \$4999 | 2 Verbal quotations |
| \$5000 - \$9999 | 2 Written/fax quotations |
| \$10,000 - \$19,999 | 3 Written/fax quotations or Requests for proposals |

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

The board recommended removing “vehicles including, but not limited to, certificates of deposit, and any other” from the second paragraph of the **Short Term Investment Policy**. The forth paragraph will now state “Second quotes will not be accepted for any reason.” Councilman Wrubel moved and Councilwoman Irwin seconded the motion to re-adopt the Short Term Investment Policy as amended. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The Board reviewed and updated the **Town’s Emergency Operations Plan and General Operating Procedures**. In addition to updating dates, names and phone numbers, pages will be renumbered. Councilman Wrubel moved and Councilman Manapol seconded the motion to adopt the Town’s Emergency Operations Plan and General Operating Procedures as updated and on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The **Water Supply Emergency Plan** was reviewed and contact information was updated for current personnel. The phone number for Livingston County Sheriff’s was added to a sentence contained in the Fire Department section. Councilman Wrubel moved and Councilwoman Irwin seconded the motion to adopt the Water Supply Emergency Plan as updated and on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The Board reviewed the **Employee Reference Handbook**. Councilwoman LaVigne moved and Councilman Wrubel seconded the motion to adopt the Employee Reference Handbook with the removal of three paragraphs in Section 3.6 Disciplinary Action that outline a first infraction, second infraction and third infraction; as recommended by legal council. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The Town’s **Water Loss Policy** was reviewed. No changes were made. Councilwoman Irwin moved and Councilman Manapol seconded the motion to readopt the Water Loss Policy.

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

The Board reviewed the **Large Volume Water User Policy and Resolution**. Councilwoman LaVigne moved to discontinue the Large Volume Water User Policy, after the reimbursements of 2014; and send letters to all residents that have benefited from this policy in the past. Councilman Manapol seconded the motion. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The **Water & Sewer Hookup Policy** was reviewed and no changes were made. Councilwoman LaVigne moved and Councilman Wrubel seconded the motion to re-adopt the Water & Sewer Hookup Policy as revised on July 11, 2013, without any changes. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The **Computer System Security Breach Notification Policy** was reviewed and no changes were made to the July 11, 2012 version. Councilwoman Irwin moved and Councilman Wrubel seconded the motion to re-adopt the Computer System Breach Notification Policy. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

REGULAR BUSINESS:

The Board reviewed the minutes of December 11th. Councilman Wrubel moved and Councilwoman Irwin seconded the motion to approve the minutes of December 11, 2014 as presented. Motion passed with voting as follows: Wadsworth-aye; Irwin-aye; Wrubel-aye; Manapol-aye; LaVigne-aye. Nays: None.

The Board reviewed abstract #1 of 2015. Councilwoman Irwin moved and Councilman Manapol seconded the motion to approve payment for vouchers #1 through #84 on abstract #1 in the following amounts:

| | |
|-------------------------------------|-------------------|
| General A vouchers #1 thru #84 | \$37,739.56 |
| General B vouchers #1 thru #62 | \$6,823.56 |
| Highway DA vouchers #1 thru #80 | \$22,781.51 |
| Highway DB vouchers #1 thru #77 | \$20,688.40 |
| Special Light District voucher #54 | \$323.12 |
| Sewer District vouchers #1, thru #5 | \$101.66 |
| Water O&M SW0 vouchers #1 thru #75 | <u>\$5,687.66</u> |
| Total | \$94,145.47 |

Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

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Councilman Wrubel moved and Councilwoman Irwin seconded the motion to pay voucher #85, Geneseo Town/Village Tourism in the amount of \$5,500. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

Councilman Wrubel moved and Councilwoman LaVigne seconded the motion to set the hourly rate of pay at \$14.00 for the **Deputy Town Clerk** position. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

GENESEO BUILDING

Supervisor Wadsworth raised the issue of looking into alternatives for the location of the town office. As part of this process, the Town Board will evaluate the economic benefit of staying where they are, moving back to Main Street, or building a new facility in a different location. The supervisor asked for a motion to spend no more than \$6000 to hire Rick Hauser from In Site: Architecture in Perry, NY to evaluate the information already prepared by Clark Patterson. Mr. Hauser is a specialist in repurposing old buildings. Councilman Wrubel moved and Councilman Manapol seconded the motion to spend no more than \$6,000 to review previous work performed regarding the **Geneseo Building** on Main Street. Motion passed with voting as follows: Wadsworth-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: Irwin.

Councilman Manapol moved and Councilwoman Irwin seconded the motion to authorize Supervisor Wadsworth to sign the **Bond Anticipation Notice** for water district #3. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

2015 INTERMUNICIPAL AGREEMENTS:

Councilwoman Irwin moved and Councilman Manapol seconded the motion to extend the **Intermunicipal Agreement with Livingston County** for machinery, tools, equipment and services sharing for another year, through 12/31/2015, under the same terms and conditions as the original contract. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

The Board discussed the proposed annual **Fire Protection Contract** with the Village of Geneseo. Councilman Manapol moved and Councilwoman LaVigne seconded the motion to approve the Fire Protection contract with the Village of Geneseo for 2015. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to authorize the Supervisor to sign the Intermunicipal Agreement with the **Town of Groveland for 2015 Code Enforcement Services**, as on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

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Councilwoman LaVigne moved and Councilman Wrubel seconded the motion to approve the Intermunicipal Agreement with the ***Village of Geneseo for 2015 Code Enforcement Services***, as on file in the Town Office. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

Councilwoman Irwin moved and Councilman Manapol seconded the motion to approve the Intermunicipal Agreement with the ***Town of Groveland for a shared Assessor***, as on file in the town office. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, Manapol-aye, LaVigne-aye. Nays: None.

MISCELLANIOUS

Kyle Fisher has resigned from the Highway Department. Michael Testa will be filling the vacancy on Monday, January 12th.

ADJOURNMENT:

At 8:26 pm Councilwoman Irwin moved and Councilman Manapol seconded the motion to adjourn the meeting. Motion passed unanimously.

Courtney Kennedy, Town Clerk

Attached: Water Loss Policy, Water & Sewer Hookup Policy; Standard Workday & Reporting Resolution; Security Breach Notification Policy