

Geneseo Town Board Organizational Meeting

Monday, January 4, 2016

The Organizational Meeting of the Geneseo Town Board was held on Monday, January 4, 2016 in the conference room of the Geneseo Town Office Facility.

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

ALSO PRESENT: Larry Levey, Highway Superintendent
Courtney Kennedy, Town Clerk
Linda LeMoyne, Clerk to the Supervisor
Conrad Baker, Genesee Sun
Kimberly Levey

ORGANIZATIONAL BUSINESS:

Supervisor Wadsworth called the meeting to order at 7:00 p.m. The flag was pledged and a moment of silence was held for service men and women serving around the world.

Oaths of Office were administered by Town Clerk Courtney Kennedy; and taken by Supervisor Wadsworth, Councilman Wrubel, and Councilman Griffo.

Supervisor Wadsworth appointed Councilwoman Irwin as his Deputy Supervisor.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to appoint Larry Levey to a two-year-term as Highway, Water, and Sewer Superintendent. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilman Wrubel moved and Councilwoman LaVigne seconded the motion to appoint James Coniglio to a two-year-term as Town Attorney. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilman Wrubel moved and Councilwoman LaVigne seconded the motion to appoint Courtney Kennedy to a two-year-term as Town Clerk, Registrar of Vital Statistics, Records Management Officer and Receiver of Taxes. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilwoman Irwin moved and Councilman Wrubel 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, LaVigne-aye, Griffo-aye. Nays: None.

Councilwoman LaVigne moved and Councilman Wrubel seconded the motion to reappoint Greg Foust to a five year term on the Zoning Board of Appeals, through December 31, 2020. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye. Nays: None. Councilman Griffo abstained from voting.

Councilwoman LaVigne moved and Councilman Wrubel 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, LaVigne-aye. Nays: None. Councilman Griffo abstained from voting.

Councilman Wrubel moved and Councilwoman Irwin seconded the motion to reappoint Robert Lennington to a seven year term on the Planning Board. The term will expire December 31, 2022. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye. Nays: None. Councilman Griffo abstained from voting.

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

Councilwoman LaVigne moved and Councilman Wrubel seconded the motion to reappoint Robert Irwin to the Architectural Review Board for a one-year-term. Motion passed with voting as follows: Wadsworth-aye, Wrubel-aye, LaVigne-aye. Nays: none. Councilwoman Irwin and Councilman Griffo abstained from voting.

Councilwoman Irwin moved and Councilman Griffo 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, LaVigne-aye, Griffo-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, LaVigne-aye, Griffo-aye. Nays: None.

Councilman Griffo moved and Councilman Wrubel 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, LaVigne-aye, Griffo-aye. Nays: None.

Councilman Wrubel moved and Councilman Griffo seconded the motion to schedule regular Town Board meetings for Thursdays at 7:00 p.m. in 2016 as follows: January 14, January 28, February 11, February 25, March 10, March 24, April 14, April 28, May 12, May 26, June 9, July 14, August 11, August 25, September 8, September 22, October 13, October 27, November 10, December 8. All regular meetings will be held in the Conference Room of the Geneseo Town Office Facility, except the meeting on August 11, which will be held at 7:00 p.m. at the Pavilion at Long Point Park. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: none.

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

The board reviewed various policies, as on file in the Town Clerk's Office:

The **Procurement Policy** was last updated and adopted on November 12, 2015. After discussing various corrections, the board tabled the policy for review at a future meeting.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to adopt the **Short Term Investment Policy**, with revisions. The policy will now state: "A summary of all bidding shall be reported to the town board quarterly. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilman Griffo moved and Councilwoman Irwin seconded the motion to adopt the **Town Disaster Plan**, containing the town's Emergency Operation Procedures and the town's General Operation Procedures. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

The **Water Supply Emergency Plan** was reviewed and contact information was updated for current personnel. Councilwoman Irwin moved and Councilman Wrubel 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, LaVigne-aye, Griffo-aye. Nays: None.

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The board reviewed the **Employee Reference Handbook**. Councilwoman Irwin moved and Councilman Wrubel seconded the motion to adopt the Employee Reference Handbook with the necessary spacing corrections made. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

The town's **Water Loss Policy** was reviewed. Councilwoman Irwin moved and Councilman Griffo seconded the motion to adopt the Water Loss Policy. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to 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, LaVigne-aye, Griffo-aye. Nays: None.

The **Computer System Security Breach Notification Policy** was reviewed and minor grammatical and spacing corrections were made. Councilwoman Irwin moved and Councilman Wrubel seconded the motion to adopt the Computer System Breach Notification Policy. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

MISCELLANEOUS:

The board discussed the creation of a donation policy. It was determined that more research needed to be performed. The matter will be discussed at a future meeting.

The New York State Association of Towns 2016 Training School and Annual Meeting will be held February 14-17 in New York City. An agenda is not available yet. Authorization of attendees and designation of voting delegate and alternate will be determined at a future meeting.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to approve the Inter-municipal Agreement with the Town of Groveland for Code Enforcement services, with an increase to the annual reimbursement. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

Councilwoman Irwin moved and Councilman Wrubel seconded the motion to reapprove the Inter-municipal Agreement with the Town of Groveland for Assessor services. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

EXECUTIVE SESSION:

At 7:58 p.m. Councilwoman Irwin moved and Councilman Wrubel seconded the motion to enter Executive Session to discuss a personnel matter, with Courtney Kennedy remaining. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

At 8:08 p.m. Councilwoman Irwin moved and Councilman Wrubel seconded the motion to exit Executive Session, with no action taken. Motion passed with voting as follows: Wadsworth-aye, Irwin-aye, Wrubel-aye, LaVigne-aye, Griffo-aye. Nays: None.

ADJOURNMENT:

At 8:22 p.m. Councilman Wrubel moved and Councilwoman Irwin seconded the motion to adjourn the meeting. Motion passed unanimously.

Courtney Kennedy, Town Clerk