

VILLAGE OF GENESEO
BOARD OF TRUSTEES

April 5, 2010

PRESENT:

Richard B. Hatheway, Mayor
Sandra F. Brennan, Trustee
Margaret E. Duff, Trustee
John Fox Jr., Trustee

Marsha B. Merrick, Clerk/Treasurer
Eric Osganian, Police Chief
Andrew Chanler, Fire Chief
Jason Frazier, Street Supt.
Steve McTarnaghan, Water/Wastewater

PUBLIC PRESENT:

Howard Appell Ben Gajewski Zachary Downing (Communications student)

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00 PM. The first order of business was to swear in the new board members. Village Clerk Merrick administered the official oath of office to Mayor Hatheway and Mayor Hatheway then administered the official oath of office to Trustees Brennan and Duff. The meeting was called to order.

The minutes of the March 22, 2010 meeting were reviewed. Trustee Fox moved and Deputy Mayor Brennan seconded the motion to adopt the minutes as presented. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Abstain, Trustee Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

2. APOG – BEN GAJEWSKI:

Ben came before the Board on behalf of APOG, to request replacing the current street signs within the National Historic Landmark District *with a more aesthetic design that will indicate the NHLD's boundary and draw attention to this unique place. Matching poles will also be installed with decorative tops.* APOG would like to make an effort to coordinate the project and Supt. Frazier has agreed to lend his assistance. Ben showed pictures of how the signs might be designed. They would be double sided with a raised border and text with the street names in 4" capital letters. Total project cost is estimated to be \$10,000 for approximately fifty signs and poles. The signs would be reflective and Supt. Frazier will make sure they will comply with NYS Dept. of Transportation guidelines. All of the street signs in the Village would match; however ones in the Historic District would have that distinction added to the sign. Hopefully the signs will last for at least 10 years before having to be replaced. If the Board is supportive, APOG will obtain final quotes for the materials, apply for grant funding wherever applicable and start fundraising for the project now that the Bear Fountain project is just about wrapped up.

Mayor Hatheway and the Board were very supportive and gave the go ahead for further research and planning. Ben will come back to the Board to present the final design plans as the project moves forward. The Board thanked Ben and APOG for the work done thus far.

3. ORGANIZATIONAL ITEMS:

A. Mayor Hatheway appointed Trustee Fox as Deputy Mayor; committee appointments were postponed until the full board is present.

B. Mayor Hatheway submitted the names of Marsha B. Merrick to be re-appointed as Clerk/Treasurer and April S. Mack as Deputy Clerk/Treasurer for four-year terms. Deputy Mayor Fox moved for their approval, with second from Trustee Duff. All were in favor.

C. Mayor Hatheway submitted the name of Dori Farthing to be re-appointed to the Planning Board for a five-year term expiring in 2015. Trustee Brennan moved approval with second from Deputy Mayor Fox. The motion carried unanimously.

D. Mayor Hatheway submitted the name of Marlene Hamilton to be re-appointed for another five-year term on the Zoning Board of Appeals. Deputy Mayor Fox moved approval and Trustee Brennan seconded the motion. It passed unanimously. Mayor Hatheway is considering someone to fill the vacancy on the Board of Appeals left by Gail Dorr. That appointment will be made at an upcoming meeting.

E. Mayor Hatheway submitted the names of Aprile S. Mack to act as Registrar of Vital Statistics, Marsha B. Merrick as Deputy Registrar, and Debra Lund as sub-registrar. Trustee Brennan so moved. Deputy Mayor Fox seconded the motion and it carried unanimously.

F. Mayor Hatheway suggested adopting Robert's Rules of Order to conduct Village Board meetings. Deputy Fox so moved with second from Trustee Brennan and the vote was unanimously in favor.

G. Mayor Hatheway suggested holding official Village Board meetings on the first and third Monday of each month at 5:00PM. Trustee Brennan so moved with second from Deputy Mayor Fox and the motion carried unanimously. Mayor Hatheway suggested scheduling the next Village organizational meeting on Monday, April 4, 2011. Trustee Duff so moved with second from Trustee Brennan. The motion carried unanimously.

G. Mayor Hatheway asked the Board to consider continuing with the *Livingston County News* as the official newspaper. Trustee Duff so moved with second from Trustee Brennan. The motion carried unanimously.

H. Mayor Hatheway suggested that the standard workday for Village employees would be eight hours, for retirement reporting purposes. Deputy Mayor Fox so moved with second from Trustee Duff. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

I. Deputy Mayor Fox moved the following regarding advance payment of claims, per Village Law #5-524(6):

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, seminar fees, and any other time sensitive items and,

WHEREAS, all such claims shall be presented at the next regular Board meeting for audit, and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, seminar fees, and any other time sensitive items, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. This resolution shall take effect immediately.

Trustee Brennan seconded the motion. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

J. Trustee Duff moved and Deputy Mayor Fox seconded the motion to adopt the following pertaining to mileage reimbursement:

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing official duties on behalf of the Village:

NOW THEREFORE BE IT RESOLVED:

Section 1. The Board of Trustees shall approve reimbursement to such officers and employees at the Federal rate according to IRS ruling (currently \$.50/mile).

Section 2. This resolution shall take effect immediately.

The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

K. Deputy Mayor Fox moved to designate the following banks as depositories for the Village: Key Bank of New York, HSBC Bank, Five Star Bank, Bank of Castile and Steuben Trust Company. Trustee Brennan seconded the motion. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

L. Trustee Duff moved and Deputy Mayor Fox seconded the motion to designate Frontier Telephone of Rochester, Inc. as provider of exclusive pay telephone service including providing for a long distance carrier for pay phone service in the Village (pay phones located at 81 Main Street, 82 Main Street, 110 Main Street and 19 Highland Road). The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

M. Deputy Mayor Fox moved that the expenses of Village administration and the Village Clerk's office be allocated by the formula 40% from the General Fund; 30% from the Water Fund; and 30% from the Sewer Fund. Trustee Brennan seconded. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

N. Trustee Duff moved and Trustee Brennan seconded that the Deputy Supt. of Streets salary shall be allocated by the formula 60% from the General Fund; 20% from the Water Fund; and 20% from the Sewer Fund. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

O. Trustee Duff moved and Trustee Brennan seconded that the Motor Equipment Operator position salary shall be allocated at the formula: 70% from the General Fund; 15% from the Water Fund; and 15% from the Sewer Fund. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, and Mayor Hatheway-Aye. The motion passed.

The Board reviewed the procurement and investment policies and concluded the organizational portion of the meeting.

4. GOALS FOR 2010-2011:

Mayor Hatheway offered a list of goals and added some others during discussion:

- Continue exploring collaboration with the Town to consolidate services if savings can be achieved.
- Form task force to review the Code of the Village of Geneseo and make recommendations for changes.
- Improve recycling efforts.
- Adopt a no-smoking policy at Village parks.
- Seek increased collaboration between volunteer organizations.
- Complete the Highland Park Improvement Project and expand youth recreation opportunities.
- Continue to seek outside funding for renovation of the Geneseo Building.
- Implement goals of the Master Plan, Access Management and Traffic Circulation Study.
- Review the Code of Ethics and other items in the employee handbook and perhaps develop a handbook for Village officials.
- Continue to work on infrastructure improvements.
- Consider replacement of streetlights in municipal parking lot.

Mayor Hatheway pointed out a new poster (from Syracuse Cultural Workers.com) that has been displayed in the Village Office and the Boardroom and suggested that the items listed are good ones to keep in mind and to implement while considering the community of Geneseo:

Turn off your TV * Leave your house * Know your neighbors * Look up when you are walking * Greet people * Sit on your stoop * Plant flowers * Use your library * Play together * Buy from local merchants * Share what you have * Help a lost dog * Take children to the park * Garden together * Support neighborhood schools * Fix it even if you didn't break it * Have pot lucks * Honor elders * Pick up litter * Read stories aloud * Dance in the street * Talk to the mail carrier * Listen to the birds * Put up a swing * Help carry something heavy * Barter for your goods * Start a tradition * Ask a question * Hire young people for odd jobs * Organize a block party * Bake extra and share * Ask for help when you need it * Open your shades * Sing together * Share your skills * Take back the night * Turn up the music * Turn down the music * Listen before you react to anger * Mediate a conflict * Seek to understand * Learn from new and uncomfortable angles * Know that no one is silent though many are not heard –
Work to change this.

5. HIGHLAND PARK:

Trustee Brennan and the Board reviewed the revised design that was presented at the second informational meeting held on March 25 at the Depot. Almost everyone at the meeting thought that the design responded to the group suggestions that were made. Trustee Duff said it looks like there is something for everyone in the plans. Sandy commented that that was the original goal; to incorporate as many of the ideas as was possible. Trustee Fox commented that it has been yeoman's work to get that done and include the residents in the process. Hopefully the improvements will be done by next summer (2011).

6. SIGN GRANT PROGRAM REVISIONS:

Trustee Brennan is sensitive to the fact that the Board needs to respond to the Planning Board on the revisions suggested. However, Louise Wadsworth shared information she has obtained on a County sign grant program in conjunction with the Alliance for Business Growth. The County is going to propose the program to all the communities and rather than adopt changes to the Village's program this month, perhaps that should wait a little bit longer. The Board agreed and will wait to see what the County proposal entails.

7. USE REQUESTS:

The Board was supportive of the Alzheimer's Memory Walk being held on September 25 (with coordinating banner display) and the Hearthside Cats walk on May 2.

8. FEE REVISIONS:

The various departments suggested the following fee revisions including:

- Fax fee (new) @ \$1.00 per page
- Fingerprinting fee (new) @ \$15.00 per set
- Depot Key/Use (increase) to \$20.00 (from \$5.00)
- Depot Key/Use Deposit remains at \$5.00 (total fee to use Depot now \$25 with \$5 returned when key is brought back to Village Office)
- Recreation Fee for new construction raised to \$400 from \$200
- Water/Sewer tap fees increased to \$750 each from \$200 each
- Digging permit fee raised from \$25 to \$200 with a \$100 refundable deposit (total fee \$200 with \$100 returned after inspection from DPW Supt.)

Deputy Mayor Fox moved to adopt the new fee schedule and institute the new fees immediately. Trustee Brennan seconded the motion and the vote was as follows: Deputy Mayor Fox-Aye, Trustee Brennan-Aye, Trustee Duff-Aye, and Mayor Hatheway-Aye.

9. YMCA UPDATE:

Mayor Hatheway has signed the *Memorandum of Understanding* between the YMCA and the Village of Geneseo dated 3/30/10 per the Board's instructions. A second proposal for the older kids will be forthcoming.

10. COMMUNICATIONS:

- Census: County Planner Heather Ferrero sent an email update on *mail-in participation rates for the Census for Livingston County*. The table showed that SUNY Geneseo had the lowest participation rate (27%) followed by the Village of Geneseo at 55%. The highest participation came from the Town of Ossian with 72%. Mayor Hatheway sent a memo to Wendi Kinney (Coordinator of Off-Campus Center for Community) who had already sent a memo to the students to make sure they fill out their forms and mail them back to the Census Bureau.
- NYS DOT: Correspondence was received from Robert Traver, Acting Regional Director with regard to letters forwarded to DOT concerning the intersection of Route 20A and Crossett Road. Mr. Traver writes that *a study was performed at this intersection to review the existing traffic control devices and determine if changes were necessary. This study was completed in January. We recognize this intersection can be difficult for motorists to navigate and that motorists may consider a three-color signal to be a panacea for all traffic problems at the intersection. However, when traffic control signals are installed that do not meet the minimum established criteria for installation they often work to the disadvantage of motorists. Besides increasing the potential for rear-end collisions, they result in unwarranted delays.*
- University Construction Fund: Notification has been received that SUNY plans to rehabilitate the Doty Building. The SUNY Construction Fund wishes to designate itself as lead agency for SEQR review. Hearing no objection, Mayor Hatheway will respond that the Village Board of Trustees supports that designation.
- Association: The next Association of Village Boards meeting is scheduled for April 21 in Livonia.
- Tourism: The next Chamber of Commerce After Hours event is scheduled for April 14th at Deer Run Winery on West Lake Road.
- NYCOM Application: Mayor Hatheway has applied for a Local Government Achievement Award for the Lend-A-Truck program to NYCOM. Awards will be announced in May during NYCOM's 101st Annual Meeting to be held in Saratoga Springs.

- USDA Office in Canandaigua: Mayor Hatheway and MRB's Bill Davis met with USDA reps to discuss the *pre-application for funding* that was completed for the I & I Project. The Village has been offered a loan package rather than a grant award. For the sewer portion of the project, the loan interest rate would be on the order of 2.85% for 38 years. For the water portion of the project, that would be at the 'regular' rate of 3.8%. The next step in the process is to submit three very comprehensive applications; one for water, one for sewer and one for storm sewer. Chuck Bastian, BPD Municipal Finance, has put together some alternative loan schedules for review. As far as project start-up, if financing is through the USDA, it could take a year to get through the application process. If the project is financed traditionally, the project could feasibly enter the design phase as early as this summer.
- Teen recognition: The Livingston County Youth Bureau announced the recipients of the award this year. Geneseo recipients are Shane Carman, Courtney Irons, Saarah Shakel, and Adam Veazey.
- College/Village Meeting: The next meeting, hosted by the Village, is scheduled for Monday, April 12 at 8AM at the Campus House, 17 Main Street.
- Annexation: The Board discussed the annexation of .987 acres of property located at 4154 and 4162 Reservoir Road (81-2-26) belonging to Shepard Properties LLC and set the public hearing date for May 3rd at 5:15PM.

11. PUBLIC SAFETY:

Chief Osganian submitted his monthly report to the Board members.

12. PUBLIC WORKS:

Trustee Brennan reported items from Supt. Frazier's report.

Supt. McTarnaghan reported that there have been computer issues at the water plant and he is working with a new consultant to clear those up. The issues have not interfered with any of the water processes at this point in time. Steve received the Department of Health report on the plant inspection as was noted at the last Village Board meeting and is very pleased with the findings.

Jason and the crew have cleaned out many unused (surplused) items from the basement of the Geneseo Building.

13. TRUSTEES:

Trustee Brennan: Sandy proposed holding a celebration of the Center Street parking lot entrance at some point to bring it to folk's attention. The entrance was completed last summer. Along those lines, Deputy Mayor Fox wonders if the light poles can be changed in the lot to match the poles along the entrance. They will investigate the possibility with Jason.

Trustee Brennan brought attention to a letter forwarded from Attorney Reynolds with regard to purchase of the Chiara property. Mr. Chiara is asking if legal fees could be recovered. The Village has agreed to do so in other instances, and thus agreed to Mr Chiara's conditions.

Trustee Brennan reported that a picture of the Pedestrian Safety Committee was in last week's edition of the Livingston County News. The photo was taken at the newly installed pushbutton pole on Route 20A at Reservoir Road. This is a good first step, she noted and the committee is hoping the next step will be to proceed with a stretch of sidewalk through the Cemetery property and the grove at Temple Hill. Mayor Hatheway will send a letter asking for input from the Trustees of the Cemetery and Wadsworth Library (grove) in the process.

Trustee Duff: Margaret is in favor of the Village being more 'green' tying in with Mayor's goal of stepping up recycling efforts and exploring other ways to save energy.

Deputy Mayor Fox: John is eager to start Union negotiations.

Deputy Mayor Fox attended the Healthy Campus Coalition workshop today. The committee is considering recommendations, beginning to develop an action plan and compiling a list of resources. Discussion of the mission of the group also took place at this meeting.

Trustee Brennan left the meeting (7:08PM).

14. CLERK/TREASURER:

Clerk Merrick has been working on the budget, books and minutes with nothing further to report at this time.

15. MEETING CLOSE:

With no further business to discuss, Deputy Mayor Fox moved and Trustee Duff seconded the motion to adjourn. The vote was as follows: Deputy Mayor Fox-Aye, Trustee Duff-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 7:13 PM.

Marsha B. Merrick, Village Clerk