

VILLAGE OF GENESEO
BOARD OF TRUSTEES

February 6, 2012

PRESENT:

Richard B. Hatheway, Mayor
John Fox, Jr., Deputy Mayor
Sandra F. Brennan, Trustee
Margaret Duff, Trustee
Thomas LaGrou, Trustee

Marsha B. Merrick, Clerk/Treasurer

PUBLIC PRESENT:

Becky McKeown (Genesee Sun) Ben Gajewski Erik Fix Jeff Rose

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the January 23, 2012 regular meeting were reviewed. Deputy Mayor Fox moved to approve the minutes as amended with second from Trustee LaGrou. The vote was as follows: Trustee Brennan-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

The minutes of the January 23, 2012 public hearing were reviewed. Trustee Brennan moved to approve the minutes as presented with second from Deputy Mayor Fox. The vote was as follows: Trustee Brennan-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

Trustee Duff entered the meeting

2. FARMER'S MARKET:

David Matthews stopped by to talk to Mayor Hatheway about the market and the items that still need to be worked out. The committee would like someone overseeing the finances and it would be optimal if the Village Office could take over that responsibility. Along with that, notification has been received from the Department of Ag and Markets regarding the availability of folks using food vouchers and food stamps to purchase items at the market. In order to participate in the New York State Farmer's Market Nutrition Program, the market must have an organizational structure, including a name, sponsoring organization, and a designated manager. The finances for the organization would involve accounting for the income and expenses. There would be no public money expended for the market. The Board discussed the organizational structure of other markets in the area.

Mayor Hatheway stated that he would check with Chuck Bastian at BPD Municipal Finance at an upcoming meeting to see whether or not this would be a legal function of the Clerk's office.

3. BUDGET PREPARTION:

Clerk Merrick put together the calendar for the upcoming process showing that budget estimates will be requested from the Department Heads this week with a deadline of February 21 for return of those estimates. The tentative budget will be presented at the March 19th regular Board meeting. Clerk Merrick and Mayor Hatheway will be meeting with Chuck Bastian to discuss the payment schedules for financing the two projects (Highland Park and the II Project) as well as the tax cap calculation and other timely budget items.

4. COLLEGE-VILLAGE MEETING:

Mayor Hatheway reminded the Board members that the next College/Village meeting will be held on February 29th at the Campus House beginning at 8AM.

5. TECHNOLOGY TRANSITION:

Deputy Mayor Fox stated that the transition started last Friday and most of the Clerk's files have been moved to the off-site file server (the cloud). In talking with Mike Walker (technician from Integrated Systems) today, there seems to be good file transport both ways over the internet. With any change of this nature, there is bound to be snags and glitches. There have been issues, but they have been worked through fairly smoothly.

The old file server that went to the Police Department was shut down for the move, but failed to re-boot. It appears that it is a Windows operating system problem. Mike was able to fix that and it appears it will work for the time being. At some point we will have to make a decision to move the courts and police up to the cloud or replace the server.

Currently Court Clerk Dulmage is copying her court files each to the other computer – Town and Village so that in the event one unit fails, the other will have the information.

All in all it has been a bit stressful, but it is coming along and folks are handling it well.

6. MISCELLANEOUS CORRESPONDENCE:

Mayor Hatheway received a note today from the Village's insurance carrier, NYMIR, stating that they plan to submit an application to the New York State Insurance Department for rate decreases to be effective January 1, 2012 and thereafter. It will amount to a 5% decrease in the General Liability rate and 10% for Automobile Liability and Physical Damage coverage. The decreases should represent an overall 3.1% decrease in the policy premium.

Notification has been received from NYS Department of Transportation that CHIPS (Consolidated Highway Improvement Program) funds will be down slightly from last year but not significant. Jason has used some of the rollover funds for the II Project.

The Code Office has been working on the habitability of 5 Chestnut Street. There have been improvements, but still has not been brought up to Code. This is an ongoing situation and Attorney Reynolds has been kept informed along the way.

A letter went out to Shanghai Restaurant (in the Livingston Plaza) with regard to a grease trap issue.

7. PUBLIC SAFETY:

Trustee Brennan reported that there is an open part time position in the Police Department and Chief Osganian has recommended filling the position with Officer Ryan Dale. Ryan is currently in training with Nunda PD, the Department that is sponsoring him in the Academy at GCC in Batavia. Discussion followed. Ryan is also a custom rifle manufacturer and has his own business. Trustee Brennan moved to approve the hiring of Ryan Dale to the open part-time position on the GPD following recommendation from Chief Osganian. Trustee Duff seconded the motion and the vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

Chief Osganian had distributed his monthly report and it showed that activity was fairly light for the month of January. The GPD will hold another car seat check at the end of the month.

Deputy Mayor Fox reported that Chief Chanler and the committee enlisted to research a diesel exhaust system for the firehouse is requesting an approval for a bid award. After reviewing the two bids that were received, they would like approval for a bid from Air Cleaning Systems Inc. in the amount of \$56,595 with a yearly payment plan of \$9,642 for each of seven years. Air Cleaning Systems, Inc. is the dealer/installer for Plymo Vent brand systems. The system meets every item in the specifications and the system is installed in 4 of the 5 fire departments in the county (Avon, East Avon, West Sparta and Dansville). Deputy Mayor Fox distributed a memo from Chief Chanler which noted

several deficiencies in the lower bid submitted by Rossman Enterprises, Inc that did not meet bid specifications. In addition, in order to maintain the warranty it would be necessary to have the installer perform a service visit annually, which is an added expense. Air Cleaning Systems, Inc. has their warranty included in their bid. The Board was made aware of other discrepancies between the two systems, but based on the recommendation of the Chief and committee felt comfortable with the due diligence the department had put into researching the best system for the Geneseo Fire Hall. In terms of financing Andrew proposed using \$5,000 currently in a FD project line and then the balance \$4642 would come out of ambulance billing revenue. As ambulances have been replaced, they have been outfitted with a diesel exhaust removal system within the vehicle, at a cost of ~\$8000, which will no longer be necessary. The new system utilizes a pneumatic exhaust boot that hooks onto the vehicle, when the door goes up and the vehicle goes out, it trips and unlatches from the vehicle. The fumes leave with the vehicle.

Following discussion, Deputy Mayor Fox moved approval of the bid award, based on the recommendation of Chief Chanler, to Air Cleaning Systems, Inc in the amount of \$56,595.00, financed over 7 years with an annual payment of \$9642.00. Trustee Brennan seconded the motion. The vote was as follows: Trustee Brennan-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye. The motion carried. (Trustee Duff was not in the room for the vote.)

8. PUBLIC WORKS:

Trustee LaGrou reported activity for the water/sewer department. Supt. McTarnaghan expects to be back in the office on February 15th.

9. SUMMER RECREATION PROPOSAL – JEFF ROSE:

Jeff Rose presented the Board with an alternative program for summer recreation. He distributed a packet of information to the Board members. Jeff has worked in similar programs for eight years including working for the Geneseo Youth Recreation program prior to 2008 and then working for the Y Program for one year. Jeff has seen the numbers of participants dwindling in the Y summer program held at Highland Park and that was why he wanted to put together a program offering. In looking at minutes he found that approximately \$40,000 was spent annually on the program in the past few years. His proposal is \$13,000-\$14,000 less than that.

According to the proposal, the program for children and young adults ranging in age from 1st grade to 10th grade will run for three hours a day, five days a week for five weeks. Jeff calculated the program budget to include staff (12 @ minimum wage), transportation to and from swimming at GCS and for field trips, salary for a director and an assistant director, supplies, lifeguards (8 @ \$10/hour), pool director, pool usage fee, and miscellaneous costs. Total program cost would be \$25,700 and there would be a participant fee charged.

Jeff stated that he would be able to staff the program with people from the school district and provide them with a training program prior to program start-up.

Discussion followed with regard to administrative tasks, background checks for staff and other aspects of the program.

Following discussion, the Board thanked Jeff for his proposal and Jeff thanked the Board for their consideration.

10. SUMMER RECREATION PROPOSAL – ERIK FIX, YMCA:

Erik thanked the Board for their time and distributed information on the proposal for 2012. Erik pointed out that the YMCA believes quality programming is driven by three distinct qualities: supervision/safety, outcome based programming and outstanding staff. The YMCA program is certified as a Summer Day Camp by the NYS Department of Health and is subject to and has passed

pre and post inspections each year. All of the camp counselors must be 18 years of age or older and receive ongoing in-service training that deals with safety, supervision, program delivery and content. Staff members are fully screened, fully trained and well supervised. They are provided with worker's compensation and disability insurance and are provided with training in child abuse prevention and training, CPR, and first aid. Swimming instructors are certified and trained.

For 2012, the Y is proposing a 6-week program starting on July 9th and running from 9AM until 1PM each day, Monday-Friday, with an extra hour ahead of the program and an hour after for a fee for those kids that need to be dropped off early or would like to stay an extra hour. The daily schedule was distributed that includes whole group activities as well as unit activity rotation with 2-3 choices per unit. Activities are age appropriate and the children are divided accordingly coming together twice a day for whole group activities.

With regard to disseminating information to children about the program, Erik intends to direct mail each of the past registrants. Email will also be used for those folks giving an email address. With regard to attendance issues, counselors are scheduled for the number of children that are registered but there is always a disparity between those registered and those attending on any given day. Other methods of parent/Y communication have been used including surveys and parent forums, neither of which had much participation. The Y offered a fee scholarship (from the Strong Communities Program) to families in the form of a letter that could be given with the registration form. Not many of those were turned in. A stronger thrust will be used this year to make sure everyone has an opportunity for a scholarship if it is needed.

Erik stated that the Y would like to host the program again for Geneseo. This would be the fifth year. The total program cost would be \$41,000 for the program running July 9th through August 17th, Monday-Friday, 9AM-1PM with extended hours of 8-9AM and 1-2PM available @\$1 per hour paid for by the participant. Swimming lessons would be available through the 6 week period with Learn to Swim and Youth programs available. The Board has supported that there would be a fee of \$10 per participant per week charged.

Following discussion Erik thanked the Board for their consideration and they thanked the Y for their proposal.

11. TRUSTEES:

Trustee Brennan: nothing further.

Trustee Duff: Margaret knows of a gentleman who prepares programs to refurbish buildings; she will get the business card.

Mayor Hatheway reminded the Board members that the Village Board is scheduled to meet with the Town Board at the Town office on Thursday night at 6PM.

Deputy Mayor Fox: John noted that a purchasing meeting was held last week with the various department heads. John was pleasantly surprised at the outcome which included an open discussion and many good ideas being brought forth. One goal is to move the purchasing voucher system that has been utilized to an electronic version that can be typed online. Another goal is to have each voucher completed by the department heads rather than by the Clerk's office. There are twenty-one essential vendors that are centralized (ones in which all departments use) and the process of preparing vouchers for those 21 vendors will stay in the office.

After discussion with the department heads, John will be putting for a proposal to change the procurement policy increasing the baseline amounts.

Trustee LaGrou: An application to play soccer at Kelsey Field has been received from Jen Bugbee, coach for the Stormer's Soccer Club. The program would begin April 30, 2012 through August 1 2012, and take place on Monday/Wednesday and Friday afternoons from 5-7PM. There would be approximately 30 participants ranging in age from 10-12. There will be three coaches

supervising the children. Following discussion, and noting that the application submitted by the Stormer's Soccer Club is complete, Trustee LaGrou moved to approve the use of Kelsey Field for the Stormer's Soccer Club as specified above. The use would be granted *weather permitting* and an A-frame sign would be placed on the field should the conditions not be conducive. Trustee Duff seconded the motion and the vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

12. CLERK/TREASURER:

Clerk Merrick distributed the six-month financials (through November) to the Board as well as the financial report for December. Mayor Hatheway commented that overall the balances in the various budget lines are on track and everything appears to be in good order at this time.

13. EXECUTIVE SESSION:

Trustee Duff moved to enter into executive session to discuss a personnel issue. Deputy Mayor Fox seconded the motion and following a unanimous vote the session began at 7:16PM.

Trustee Brennan moved to come out of executive session at 7:29PM. Deputy Mayor Fox seconded the motion and all were in favor.

14. SUMMER RECREATION:

The Board reviewed the two proposals presented earlier in the meeting for the Village's summer recreation program. There were several factors supporting contracting out to the YMCA once again, but there were also several positive aspects contained in the Rose proposal. With the thought that the best program might be a combination of the two proposals, it was agreed that Trustees Brennan and Duff would invite the two individuals to separate meetings, and arrange a third meeting with both parties present. They will report to the Board at the next meeting.

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 Brennan-Aye, Trustee Duff-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 8:00PM.

Marsha B. Merrick, Village Clerk