

VILLAGE OF GENESEO
BOARD OF TRUSTEES

March 19, 2012

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer

PUBLIC PRESENT:

Howard Appell Becky McKeown Ben Gajewski Jay Phillips

1. MEETING OPENED:

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

2. JAY PHILLIPS – PAPA JAY’S BUSINESS DEVELOPMENT LOAN APPLICATION:

Jay Phillips’ application for funding through the Business Development Loan Program was reviewed by program administrator Kathy Dear at Stuart I. Brown’s Office. Kathy then sent a memorandum outlining that review and providing a recommendation for funding. The Board members received that review and recommendation and have had the opportunity to review the application/business plan themselves.

Jay Phillips, proprietor of the family owned and operated Papa Jay’s Restaurant located at 4162 Reservoir Road in the Village of Geneseo is proposing to purchase equipment, make additional improvements to the building and take other actions to expand his business. The total cost of the project is estimated to be \$67,000 and he would like to borrow \$50,250 for a term of 8 years (as in keeping with the BDLP guidelines and Community Development Fund availability).

Jay asked if Board members had any questions. Deputy Mayor Fox asked for more information about the improvements Jay is proposing in order to offer more gluten free dishes for persons afflicted with celiac disease and other dietary issues. Jay responded that there are several support groups and growing awareness of the issue and by having a restaurant in the area that not only says they are serving dishes that are gluten free, but having a separate preparation and cooking area for the gluten free foods would be an attempt on his part to draw from a long geographical reach, perhaps 40-50 minutes away for these products. Ice cream could also be made in the same kitchen because it is a naturally gluten free product. He hopes to cross utilize this gluten-free resource, so that it can be utilized for food preparation that is not in conflict with gluten-free products.

Trustee Duff expanded on that topic and asked for more information about the support groups. Jay responded that they have one part-time employee that has celiac disease and she knows about support groups and that they will frequent places that serve folks with that concern.

Trustee LaGrou asked about the lease agreement with Mark Shepard, owner of the building. Jay responded that currently he has a verbal agreement with Mark, but a formal lease agreement will be drawn up and will be in force for the duration of the loan. Mark Shepard has been very happy with them being there as he was hoping to have a family run business occupy the building. Trustee Brennan wondered if Jay would be comfortable with the 8 year term of the loan and Jay responded that it is his hope to pay the funds back early. He would like to achieve an artisan ice cream business eventually.

Trustee Duff noted that Papa Jay's showcases local artists and local talent. Jay said they are looking to expand that emphasis.

Mayor Hatheway stated that the amount of the requested loan is \$50,250 over a term of 8 years with interest only payments for the first year. He also stated that unlike other loans, the Village would be in *first place* with this loan should the business be sold. Any approval the Village Board would give would be contingent upon Attorney Reynolds writing up a lien on the equipment and a personal guarantee and long term lease documents would also be in order.

Following discussion, Trustee Brennan moved to approve the loan of \$50,250 to Jay Phillips for Papa Jay's business expansion based upon the recommendations of Kathy Dear and pending approval of Attorney Reynolds. Trustee Duff seconded the motion. The interest rate will be the average rate of certificates of deposit at the local banks plus one percent. It is a variable rate, adjusted annually on the loan date. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye and Mayor Hatheway-Aye. The motion carried.

Jay thanked the Board and looks forward to moving ahead with his plans. He intends to sell ice cream at the concert series this summer as well.

3. MAIN STREET GRANT:

The Streetscape Committee, composed of David Matthews, Liz Porter, Julie Marshall, Louise Wadsworth, Trustee Brennan, Mayor Hatheway and Supt. Frazier, discussed the streetscape portion of the Main Street Grant (\$45,000). The purpose of the meeting was to determine what regulations applied and what could be accomplished with those funds. Some ideas surfaced that were at the conceptual stage but very insightful, Mayor Hatheway reported.

David Matthews, an architect, has examined the Main Street/Center Street intersection and estimated distances. He provided sketches of what the area could look like with wider sidewalks, brickwork and plantings. There were also ideas for kiosks and murals on the walls. David would like to take the next step, get precise measurements and create a 3D model of the area. He has submitted a proposal to create a master plan and the model, provide perspective views of the area, and provide cost estimates of proposed changes, which could then be prioritized. The fee for this proposal would be \$1,000, would be an expense attributed to the streetscape portion of the grant.

One option available would be to involve BOCES students for some of the streetscape improvements, as part of their work study program.

As for the informational meeting of March 7, it was well attended and there seemingly is a great deal of interest in the program in the Village. It was learned that grant funds can not be used to pay for new construction on the second floor of a building but only renovation of spaces already in existence. Our particular grant includes both residential and commercial components.

Following further discussion, Trustee Duff moved that the Village retain In Site Architecture to provide perspectives, and a Main Street 'master plan' with cost estimates for proposed enhancements for a lump sum fee of \$1,000 payable when the items are delivered. Trustee LaGrou 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.

4. GENESEO BUILDING:

Jon Norris has completed the report about the exterior work that has been proposed and submitted it to the State Historic Preservation Office. A copy has also been provided to Supervisor Wadsworth. Informally it has been learned that the Town of Geneseo Board has agreed to participate in the project.

5. FINANCING PLANS:

Financing plans for the two projects (Court/Main/Wadsworth II Project and Highland Park Improvement Project) have been solidified now since working with Chuck Bastian and they are included in the budget that has been drafted for 2012-13.

6. 2012-2013 PRELIMINARY BUDGET:

The budget committee met for the first time on March 12 to discuss budget requests from department heads, which were essentially flat, Mayor Hatheway reported. The department heads did a great job in terms of acting in a fiscally responsible manner, and everyone left that meeting feeling pretty good about where we might be when the budget was drafted.

Clerk Merrick compiled the equipment and contractual requests along with personnel expenses and determined that in order to meet tax cap limitations, we would need to use \$152,747 of fund balance (appropriated fund balance). With some fine tuning at a second meeting this morning, that number has been reduced to \$91,247, which the Mayor contends is still too high. The tax levy is capped at \$1,520,000, which is the maximum amount that can be raised according to the 2011 State statute; this translates into an increase of seventeen cents on the Village tax rate, increasing it to \$6.67 per \$1,000 of assessed valuation. Mayor Hatheway stated that budgeting \$90,000 from fund balance is too much, \$50,000 would be more reasonable and in keeping with past practice. The budget increases occur exclusively in personnel costs due to negotiated salary increases of 3% and substantial increases in retirement costs as projected by the State Retirement System. Payments to the Police Retirement System are projected to increase about \$40,000 (from \$110,700 to \$151,000), while payments to the NYS Retirement System are projected to increase \$4,000 (from \$43,000 to \$47,000). Together, Village payments into retirement systems amount to 13% of our tax rate, and are expenses beyond our control. Additional factors affecting the proposed budget are previously negotiated wage increases and health insurance premiums. Discussion followed.

The water fund as it stands now is in trouble as well, Mayor Hatheway continued. He has reviewed water consumption figures and there is only a 1% increase over the past ten years. The Village consumption has decreased, as has SUNY consumption, but the Towns of Geneseo and York have increased. The projected appropriated fund balance in the water fund is \$97,700 which is also too much. Even though water rates were raised last year, projected income has not been realized. Further fine-tuning is required before the water budget is ready for adoption.

The sewer fund budget is the one shining star and okay as it stands using \$6,050 in appropriated fund balance without raising rates at this point in time. Income is projected to be slightly above what was projected for the 2011-12 budget.

A public hearing on the tentative budget is scheduled for April 2 and the adoption of the budget will take place at the end of April, Mayor Hatheway concluded. Following discussion, the Board scheduled a budget workshop at March 26th at 5PM to go over the document line by line.

7. MISCELLANEOUS CORRESPONDENCE:

The Garden Club is interested in planting a tree for Arbor Day (April 27th). Sue Richardson will get together with Jason Frazier to see what kind of tree and where it should be planted.

An email request was made by SUNY Geneseo First Response for permission to park on University Drive during an evening presentation. There was no problem and permission was granted.

8. PUBLIC SAFETY:

Chief Osganian sent the weekly report to the Board members. The Department is still planning a car safety seat check in early April. People can contact Officer Piedmonte or Officer

Szczesniak if they are unable to attend the event can set up an appointment to check their safety seats. It is good service provided by the Department.

With regard to the Fire Department, Chief Chanler has been given the go ahead to have the exhaust system-approved by the Board in February-installed. One item not considered when the bid was awarded was formal approval of the installment purchase agreement for the purchase. Therefore, Deputy Mayor Fox moved to adopt the following resolution: BE IT RESOLVED by the Village Board of Trustees of the Village of Geneseo as follows:

1. **Determination of Need.** The Board of Trustees of the Village of Geneseo has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Installment Purchase Agreement (on file in the Clerk's Office) dated as of March 14, 2012, between the Village of Geneseo, New York (Obligor) and Kansas State Bank of Manhattan (Obligee).
2. **Approval and Authorization.** The Board of Trustees has determined that the Agreement, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Board of Trustees hereby approves the entering into of the Agreement by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Agreement on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement. Authorized Individuals are the Board members of the Village of Geneseo Board of Trustees.
3. **Adoption of Resolution.** The signatures from the designated individual from the Board of Trustees of the Village of Geneseo evidence the adoption by the Governing Body of this Resolution.

Following a second by Trustee Brennan, the vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

Deputy Mayor Fox also reported that the fire year will end on March 31, 2012 and the annual election of officers will take place on April 3.

FD and EMS members are preparing specifications for a new ambulance. They will probably not be ready until the first part of May.

9. PUBLIC WORKS:

Items from Supt. Frazier's report are as follows:

1. Crew has been installing two catch basins in the Highland Park parking lot to drain the low areas in the pavement before we top the parking lot this spring.
2. We sandblasted one of our dump truck boxes and painted with a bed coating; it turned out very well and should last another 5 years.
3. Crew replaced a hydrant on Franklin St, valve on Riverside Drive, a riser on a hydrant on Millennium Drive, and a new service on Main Street.
4. The crew cleaned up a tree uprooted on Main Street, ground the stump and stoned the area. We will have to pour concrete in that area and try to plant a new tree close to the existing one.
5. The street sweeper has started to make its rounds again due to the nice weather.
6. The crew has ground all the stumps and top soiled the areas; tree planting will take place in May.
7. 50 trees have been ordered from the Conservation Seedling Program. We will use most of the trees in Highland Park.
8. All the mowers are ready and due to the weather, mowing will start early this year.

Items from the water/sewer departments:

Supt. McTarnaghan is working with the Town to come up with a solution for the Hampton Inn water situation by extending a water line back to the Reservoir Road main.

10. TRUSTEES:

Trustee Brennan: Sandy mentioned consideration should be give to devise a routine way to incorporate sidewalks into commercial plans and obtain the easements or the sidewalks before Planning Board approvals are given. There will be one more meeting of the committee considering the Code items to be amended, and then they will be forwarded to the various departments and Board members for review.

Trustee Duff: Margaret reported that she has talked to Erik Fix who has received nine applications to date for summer recreation counselors. He will be going to a job fair this week to recruit. Things are looking good and he and Jeff Rose are working together to plan this year's program.

Deputy Mayor Fox: With regard to the off site file server, it became necessary to purchase another 50 hours of support services from Integrated Systems. During a meeting with Dave O'Hare and Aprile last week, it was determined that IS will be coming down to host a training program for Village staff. Training will be given for those on the off-site file server as well as those using an on-site file server (PD and Court). Integrated technicians are also trying to get a definitive answer about the *PD's black box* and what exactly happens when the box works transfers files to Albany. No one really knows how the file transfer would affect the speed of the networked computers that are working during file transfer. Mayor Hatheway commended John for getting to the bottom of that issue and others involved with the transition.

Trustee LaGrou: Tom stated that last year we allowed the Geneseo Jr. Blue Devils (football and cheerleading) to use Highland Park for practice until the fields at Geneseo Central School were ready for play. They liked using the Park because it was convenient for parents of younger children that could use the playground during practice for their older siblings and the restrooms etc. They would like to use the Park again this year from July 30 through at least Labor Day and possibly through September on Monday-Thursday evenings and Saturday mornings. There are about 100 families involved with the program that uses the south field in the Park; the program has accepted responsibility for any damage to the field. The Board was supportive of the use of the Park and Trustee LaGrou stated they would provide the necessary paper work including proof of liability insurance, a roster of kids involved with the program and a list of the coaches. Final approval will be considered once these documents have been submitted.

11. CLERK/TREASURER:

Clerk Merrick reported to the Board that within the process of allowing Aflac Insurance Company to provide insurance coverage to employees, they were able to institute a Section 125 Cafeteria Plan for the employees. Through the Plan, employee contributions for health, dental and accident insurance are able to be deducted from payroll on a pre-tax basis. That Plan is called Aflac's Flex One flexible benefits plan.

Another insurance plan is being offered by Insurance Agent David Livingston through Allstate Insurance. It is an income protection plan and depending on how many employees are interested (we must have three to form a "group"), those premiums will be payroll deducted on an after-tax basis. The insurance would cover accidents and sickness both on and off the job and be in addition to the New York State disability policy currently in force.

Trustee Brennan then moved to approve the following general, water and sewer fund budget transfers:

GENERAL FUND

From A599 Fund Balance to A3120.20R PD Equipment Reserve	\$11,500
From A599 Fund Balance to A3120.24 PD Equipment	\$23,500
From A599 Fund Balance to A3120.48 PD PD Misc. Supplies etc.	\$300
From A5110.20R Streets Equipment Reserve to A5110.21 Equipment	\$12,000
From A599 Fund Balance to A5110.21 Street Equipment	\$12,856
From A1110.2 Court Equipment to A1110.4 Court Contractual	\$1,000
From A1325.47 Clerk Miscellaneous to A1210.4 Mayor Contractual	\$350
“ to A1325.46 Clerk Supplies	\$100
From A4540.46 Ambulance Misc. to A1325.47 Clerk Miscellaneous	\$6,000
From A1990.4 Contingent to A1420.4 Law Contractual	\$10,000
From A1620.22 Geneseo Bldg. Projects to A1620.1 Bldg. Personal Serv.	\$2,312
From A5110.4 Streets Contractual to A1640.4 Central Garage	\$200
From A1990.4 Contingent to A2989.4 DARE K-9 Account	\$1,500
From A3120.42 PD Gas & Oil to A3120.41 PD Vehicles & Maintenance	\$100
From A3120.45 PD Phones to A3120.44 PD Training	\$500
“ to A3120.48 PD Misc. Supplies	\$700
From A3410.46 FD Misc. to A3410.44 FD Repairs	\$2,675
From A4540.43 Ambulance Utilities to A4540.21 Ambulance Equipment	\$3,000
“ to A4540.44 Ambulance Repairs	\$1,000
From A599 Fund balance to A4540.45 Ambulance Med-Ex Fees	\$15,000
From A8140.4 Storm Sewers to A7140.4 Parks Contractual	\$3,100
From A7310.4 Youth Programs to A8160.4 Refuse & Garbage	\$2,100
From A1990.4 Contingent to A8560.4 Shade Trees	\$2,975
“ to A1460.4 Records Management	\$1,611
From A3120.22 PD Uniforms & Equipment to A3120.46 PD Uniforms Cng.	\$1,000
From A5142.1 Snow Personal Service to A5142.4 Snow Contractual	\$1,172
From A1990.4 Contingent to A5410.1 Sidewalks Personal Service	\$6,335
From A5410.4 Sidewalks to A7140.21 Parks Equipment	\$677
From A8010.4 Zoning Contractual to A8010.1 Zoning Personal Service	\$2,500
From A1990.4 Contingent to A9901.9 Transfer to Projects	\$20,016
“ to A9015.8 Police Retirement	\$7,591

WATER FUND

From F1325.42 Clerk Postage to A1325.43 Clerk Computers	\$250
“ to F1325.46 Clerk Supplies	\$250
From F1990.4 Contingent to F8340.21 Transmission/Dist. Equipment	\$4,093
From F8340.22 Trans/Dist Projects to F8340.4 Trans/Dist. Contractual	\$6,000
From F8320.1 Source of Supply Personal Service to F9050.8 Unemploymt.	\$5,000
From Line Reserve FB to Regular Fund Balance (was transferred to II Proj.)	\$250,000

SEWER FUND

From G1325.42 Clerk Postage to G1325.46 Clerk Supplies	\$500
From G8110.1 Sewer Administration Pers. Serv. to G9050.8 Unemploymt.	\$5,400
From G1990.4 Contingent to G8120.21 Sanitary Sewer Equipment	\$3,628
“ to G8130.21 STP Equipment	\$1,033
Sewer Reserve Fund Balance to Sewer Fund Balance	\$102,000

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

Following review by Mayor Hatheway voucher numbers 837-902 (for general, water, and sewer funds) were presented for approval. After discussion, Deputy Mayor Fox moved and Trustee Brennan seconded the motion to approve general fund vouchers in the amount of \$60,015.65. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

After discussion Trustee Brennan moved and Trustee LaGrou seconded the motion to approve water fund vouchers in the amount of \$25,527.18. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Duff moved and Trustee Brennan seconded the motion to approve sewer fund vouchers in the amount of \$8,828.85. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Brennan moved to approve a Community Development voucher in the amount of \$498.75. Trustee LaGrou seconded the motion and all were in favor.

12. OLD BUSINESS:

The K-9 program for the Village of Geneseo was discussed as far as cost/benefit and the budget process. Mayor Hatheway stated that at approximately \$4,500 per year to fund the program, it can be thought of as a 'luxury item', not necessarily central to the operation of the department and is being considered for removal from the budget. Trustee Brennan went on record as saying she feels it is a valuable program and worth retaining.

13. MEETING CLOSE:

With no further business to discuss, Trustee Brennan moved and Trustee Duff seconded the motion to adjourn. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, Deputy Mayor Fox-Aye, Trustee LaGrou-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 6:57PM.

Marsha B. Merrick, Village Clerk