

VILLAGE OF GENESEO
BOARD OF TRUSTEES

April 2, 2012

PRESENT:

Richard B. Hatheway, Mayor	Marsha B. Merrick, Clerk/Treasurer
Sandra F. Brennan, Trustee	Eric Osganian, Police Chief
Margaret E. Duff, Trustee	Jason Frazier, Street Supt.
Benjamin Gajewski, Trustee	Steve McTarnaghan, Water/Wastewater
Robert Wilcox, Trustee	Andrew Chanler, Fire Chief
	David Woods, Planning Board Member

PUBLIC PRESENT:

Becky McKeown Casey Emerson

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5PM and administered the oath of office to the new trustees, Benjamin Gajewski and Robert Wilcox. The minutes of the March 19, 2012 meeting were reviewed. Trustee Brennan moved and Trustee Duff seconded the motion to adopt the minutes as presented. The vote was as follows: Trustee Brennan-Aye, Trustee Duff-Aye, and Mayor Hatheway-Aye. The motion passed.

2. GOALS:

Goals: Mayor Hatheway outlined some goals for the coming year:

- Repair the exterior of the Geneseo Building in terms of brickwork and trim to preserve the shell of the building
- Build the dog park at Highland Park – recreation fee money is available for that purpose
- Plant trees and bushes that Jason has ordered for the park and install playground equipment that Jason has obtained from the Holcomb building playground
- Have Geneseo Central School art students paint a mural on the practice wall at the park
- Undertake Main Street improvements in conjunction with the Main Street grant
- Complete and enact Code revisions
- Approve the water system hydraulic modeling proposal by MRB
- Enhance recycling efforts and explore other ways to become more “green”.

3. ORGANIZATIONAL ITEMS:

A. Mayor Hatheway has asked Trustee Brennan to assume the role of Deputy Mayor.

Committee assignments: Deputy Mayor Brennan liaison to the Police Department; Trustee Wilcox liaison to the Fire Department and to the Campus Community Council; Trustee Duff liaison to the DPW-streets; Trustee Gajewski liaison to the water/sewer and to the Main Street Grant committee. Trustees Duff and Gajewski agreed to be the technology liaison with the Clerk’s office to finalize the cloud computing changeover.

B. Mayor Hatheway submitted the name of Sue Richardson for re-appointment to the Planning Board for a five-year term expiring in 2017. Deputy Mayor Brennan moved approval with second from Trustee Duff. The motion carried unanimously. Matt Griffo is the Chair at this point in time and Mayor Hatheway proposed that he continue in that capacity. Discussion followed. Trustees expressed an opinion that it might be advantageous to have the chair position rotate on a sporadic basis. Lacking a second for his previous nomination, Mayor Hatheway then suggested David Woods as Chair, noting his long experience at the County Planning Department and continuing service on the Town Planning Board. Trustee Duff so moved with second from Deputy Mayor Brennan. The vote was as follows:

Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye and Mayor Hatheway-Aye.

C. Mayor Hatheway submitted the name of Paul Schmied for re-appointment to another five-year term, expiring in 2017, on the Zoning Board of Appeals. Deputy Mayor Brennan moved approval and Trustee Gajewski seconded the motion. It passed unanimously. Trustee Wilcox moved to have Carolyn Meisel continue as chair of the ZBA with second from Deputy Mayor Brennan. All were in favor.

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

E. Mayor Hatheway suggested holding official Village Board meetings on the first and third Monday of each month at 5:00PM. Trustee Gajewski so moved with second from Deputy Mayor Brennan and the motion carried unanimously. Mayor Hatheway suggested scheduling the next Village organizational meeting on Monday, April 1, 2013. Trustee Duff so moved with second from Deputy Mayor Brennan. The motion carried unanimously.

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

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

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

I. Trustee Brennan moved and Trustee Gajewski 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.

Section 2. This resolution shall take effect immediately.

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

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

K. Trustee Brennan moved and Trustee Gajewski 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 82 Main Street, 110 Main Street and 19 Highland Road). The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed.

L. Trustee Duff moved that the expenses of Village administration and the Village Clerk's office be allocated by the formula 33 1/3% from the General Fund, 33 1/3% from the Water Fund, and 33 1/3% from the Sewer Fund. Trustee Wilcox seconded. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed.

M. Trustee Duff moved and Deputy Mayor Brennan seconded that the Village 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: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed.

N. Trustee Gajewski moved and Trustee Wilcox seconded that the Motor Equipment Operator/Mechanic position salary shall be allocated at the formula: 33 1/3% from the General Fund, 33 1/3% from the Water Fund, and 33 1/3% from the Sewer Fund. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed.

The Board reviewed the procurement and investment policies; Deputy Mayor Brennan moved affirmation of those policies and Trustee Duff seconded the motion. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

Deputy Mayor Brennan moved to continue with Tom Reynolds for the Village Attorney for the next year with second from Trustee Duff. All were in favor.

The Board reviewed the sidewalk map provided by Heather Ferrero of the County Planning Department. They agreed that the map was nicely done.

4. BUSINESS DEVELOPMENT LOAN SEQOR:

The loan request was previously approved for Papa Jay's with contingencies that are being worked out, Mayor Hatheway reported. Before closing on the loan, a short form environmental assessment needs to be considered; that was prepared by Kathy Dear of Stu Brown's office (Stu Brown Associates Inc. is the program administrator for the Village). The form was distributed to the Board members for their review prior to the meeting. Deputy Mayor Brennan reviewed the document with the Board. The project name is Papa Jay's Restaurant and a description of the property is listed. The amount of land affected by the project is .25 acres. The Board reviewed the questions contained within Part II, Environmental Assessment. They agreed that rather than adversely affecting the environment, Papa Jay's proposed changes will be an improvement in the area. Based on that, Deputy Mayor Brennan moved to adopt the following resolution:

RESOLVED, that in accordance with the New York State Environmental Quality Review Act (SEQR), the Village Board of Trustees of the Village of Geneseo, hereby designates itself to serve as lead agency to coordinate the environmental review of the following activity to be undertaken within the Village: **The expansion of the restaurant known as Papa Jay's Restaurant including the acquisition of refrigerators, ice cream makers and other equipment and minor landscaping and other renovations to the building. Loan funds may also be used for working capital expenses.** In its capacity as lead agency, the Village Board has caused to be prepared an environmental assessment of the significance of and potential environmental impact of the project. The Village Board hereby accepts the environmental assessment of this project, prepared by Stuart I. Brown Associates, Inc. The Village Board further declares that, based on the environmental assessment which has been prepared, it finds that the project will result in no significant damage to the environment. Therefore, the Village Board has determined that an Environmental Impact Statement will not be required and hereby issues a Negative Declaration under SEQR for the project. Trustee Duff seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

5. SUMMER FESTIVAL DATES & PARK REQUESTS:

Trustee Gajewski moved to approve the Rotary Club use of the Village Park July 13-15 for the Summer Festival this year. Deputy Mayor Brennan seconded the motion and all were in favor.

The Board was also supportive of the use of the Village Park for a multicultural picnic on May 1 and by the Inter-Greek Council on both April 16 and April 20. Groups will be requested to take the trash generated during the events out of the park with them.

6. SUMMER RECREATION PROGRAM:

Mayor Hatheway sent an email to Scott Taylor about the under enrollment during last year's program. The total credit amounts to around \$9,000 and hopefully that can be credited to the four installments due this summer.

7. MISCELLANEOUS ITEMS:

The next meeting of the Association of Village Boards will be held in Avon on April 18th. Information should be forthcoming on that.

Attorney Reynolds has observed that when decisions are made by the Appeals Board and the Planning Board, they should be filed with the Village Clerk as soon as possible after they are made. In that way, rather than through the minutes approval process (general 4 weeks later), if there is any dispute following a decision, the timeframe will begin when the filing occurs. They can be filed with the Clerk and posted on the website as well.

The Board was made aware of training opportunities that are coming up.

8. RISK MANAGEMENT ASSESSMENT:

Correspondence was received from our insurance carrier, New York Municipal Insurance Reciprocal (NYMIR) that included a list of recommendations generated from a survey taken last fall by their Risk Services Coordinator. Mayor Hatheway distributed the list to the various department heads. The recommendations ranged from as simple as removing a three-way adaptor on a wall outlet in the Clerk's office to installing an alarm system in the DPW garage. Each of the departments is working on their recommendations and a response will be given to NYMIR within the 60 day timeframe.

9. PUBLIC SAFETY:

Chief Osganian provided the Board with the monthly report of activity.

Trustee Wilcox moved to approve the following new members to the FD: Orsoliva DeMichiel, Michael Garone, and Laura Blum. Deputy Mayor Brennan seconded the motion and all were in favor. Trustee Wilcox moved to accept the following resignations: Ronald Brick, Christopher Steves, and Eric McKinley. Trustee Duff seconded the motion and all were in favor.

10. PUBLIC WORKS:

Following a discussion with the Teresa House Director, Jason has reported that improvements could be undertaken on the garage. Teresa House uses the ground floor of the structure, Little League uses the second level and Kiwanis uses the shed. Jason agrees that the roof could use replacement. The cost would be about \$1,000 for material; the Village crew could supply the labor to re-roof the structure. Further discussion is needed to determine if Teresa House is prepared to pay for the materials. A new door would cost approximately \$1,200 but the Village crew could install that and the blocks need repointing. No action has been taken. Discussion followed and the Board agreed with the proposal and agreed that all the parties that use the facility (Teresa House, Little League and Kiwanis) should contribute to the project.

Supt. Frazier's report included the following items:

- Rubbish day is today and usually takes two days to pick up all the brush etc. from the Village properties.
- The crew recycled four benches from our storage area and refurbished the 4 x 4's from Fort DeBadt's to 3 x 3's and stained them to match the Main Street benches. The crew will install the benches soon.
- The crew has been rolling all of the lawns in the parks due to the early spring conditions.
- Mulch is available to our residents in the dump site area.
- The crew finished up the insurance recommendations around the Village.
- Mowing has begun by the crews around the DPW buildings, WWTP and the River Access Park.
- Trees have been trimmed at Highland Park. Tree plantings will begin soon.

Supt. McTarnaghan's report included the following: started clean up of yards at both plants, reading water meters today, serviced trash pumps and started work on the Quality Inn water issue. Trustee Gajewski will be touring the water plant tomorrow.

11. TRUSTEES:

Deputy Mayor Brennan: The proposed Code amendments have been sent to all members of the committee. Once their review has been concluded, the various other boards will then begin their review.

A sign grant application has been received from Premium Mortgage Corporation for a sign at 128 Main Street in the Chanler building. The Planning Board approved the sign on March 28th. The owner of the building, Andrew Chanler has submitted a letter of approval. It is a \$2,500 sign and they would like the full grant amount of \$1,000, Deputy Mayor Brennan stated. Following discussion, Deputy Mayor Brennan moved approval of the sign grant contingent upon final approval by Stu Brown's office. Trustee Duff seconded the motion and all were in favor.

Trustee Duff: Margaret continues to receive requests for sidewalks on the south side of Route 20A.

Trustee Gajewski: Ben has been having meetings with department heads to familiarize himself on the various aspects of the Village.

Trustee Wilcox: Bob plans to update himself on the departments. He has always been amazed at how well the departments work.

12. CLERK/TREASURER:

Clerk Merrick distributed the January Treasurer's report to the Board members.

The Board changed the April 16th meeting date to Meeting April 23 at 5PM and scheduled the fiscal year-end meeting for Wednesday, May 30 at 3PM.

13. MEETING CLOSE:

With no further business to discuss, Deputy Mayor Brennan moved and Trustee Gajewski seconded the motion to adjourn. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 7:23 PM.

Marsha B. Merrick, Village Clerk