

VILLAGE OF GENESEO
BOARD OF TRUSTEES

June 4, 2012

PRESENT:

Richard B. Hatheway, Mayor	Marsha B. Merrick, Clerk/Treasurer
Sandra F. Brennan, Deputy Mayor	David Woods, Planning Board Chair
Margaret E. Duff, Trustee	Julie Marshall, Main Street Grant Administrator
Benjamin Gajewski, Trustee	David Matthews, In. Site: Architecture
Bob Wilcox, Trustee	Jason Frazier, Village Street Superintendent

TOWN BOARD PRESENT:

William S. Wadsworth, Town Supervisor	Jean Bennett, Town Clerk
Roberta A. Irwin, Deputy Supervisor	
Richard L. Taylor, Council Member	
Jerald T. Wrubel, Council Member	

PUBLIC PRESENT:

Howard Appell	Marcia Podhorecki	Xavier Copeland	Teagan Frazier
Jon Norris, Architect			

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5PM. Minutes from the May 21st meeting that was reconvened on May 30th were not yet ready for review.

2. MAIN STREET GRANT APPLICATIONS – JULIE MARSHALL:

Julie reported that the review committee met on May 15 to review eighteen applications seeking over \$700,000 in funding. There is \$344,500 in funding available and so the program was oversubscribed, which is a good thing! Committee members Ben Gajewski, Roseann Mayo, David Woods, Bonnie Swanson, and Tom Wilson are to be commended for their dedication to a task that took several hours. They recommend 12 projects for funding including 10 façade commercial improvements and 11 residential improvements. With the combined projects there will be 25 commercial and 15 residential projects which will fulfill the grant guidelines. For example: 109 Main Street has 5 businesses in it – multi-tenant buildings. Projects are funded on a 75%-25% basis with 25% coming from the property owner, while the grant will reimburse the owner the remaining 75% of eligible costs.

Julie described the scoring criteria that included three key areas: 1) visual impact; 2) the investment the property owner is making toward job creation and retention; 3) housing. Five bonus points were awarded to projects that were included in the original grant application submitted last spring. Projects under \$5,000 also scored bonus points. Adherence to the Façade Renovation guidelines (drafted and adopted before the application went in to the New York State Main Street grant program) and Design Guidelines specific to the Village of Geneseo were used in the decision-making process. For example, vinyl windows and aluminum siding are not allowed within the grant. The projects were discussed and scored collectively; Trustee Ben Gajewski facilitated the meeting. Julie served as a resource, but did not participate in the scoring process.

For the record, the husband of one of Julie's staff submitted a grant application. That staff member, who normally would be assisting Julie with the sorting/collating process, was kept isolated from the Geneseo grants, and did not in any way work or provide any assistance in the process. In order to keep everything ethical and above board, she was not even made aware who had applied for

funding. The intent, once the Board makes the awards, is that she will be part of the grant administration process from this point on, except will have nothing to do with her husband's project.

The projects have been reviewed by the Code Office. Julie has prepared award and declination letters ready for the Mayor's signature. Once the projects have been awarded by the Board, they will be forwarded to the State Historic Preservation Office (SHPO) for their review. It generally takes six to eight weeks for that review; during that time the projects will also be going through the planning board process. The same reviewer at SHPO will review all of the Geneseo projects. He has a copy of the guidelines and has worked very well in the past on other Main Street grant award projects, Julie noted. The streetscape project will go through the same reviewer.

Trustee Wilcox inquired about a time limit for the business owners to complete the projects; the response was that the grant has to be completed by December 31, 2013. If some of the work can commence soon it would be beneficial. Hopefully everything will be done at least thirty days before the end of the grant period.

The projects are as follows:

- 109 Main Street (The Cuttery, Quinlan's, Cycle Craze, Legends of Power Gym, dental practice) – remove awning, remove and replace flower boxes, install new lighting and trim work **\$3,300**
- 114 Main Street (Stagecoach Florist & University Hots) – replace existing façade **\$34,000**
- 116 Main Street (US Marine Recruiting office and Livingston County Democrats) – remove stucco/false façade, rebuild façade, install appropriate areas for signage, and façade lighting, replace windows, roof, and eave troughs, prime and paint exterior and remodel residential area **\$46,000**
- 118 Main Street (Kerry's Cut Above and B&D Art Framing) – furnace, eave troughs, prime and paint exterior, remodel residential area **\$30,000**
- 127 Main Street (The Not Dot Shop, Shear FX and Quality Office Environments) – replacement of windows, new roof, insulation, installation of new HVAC system replacement of all fixtures in stores and replacement of exterior doors - **\$20,000**
- 4 Center Street (Riviera Theater) – asbestos abatement, and monitoring, roof replacement, architectural services, minimal façade repair of damages to brick, glass and marquis and installation of new HVAC system - **\$77,000**
- 4 South Street (Wadsworth Homestead) – conversion of family mansion to mixed use retail, hospitality and bed & breakfast including repair to plaster and moldings, prepping and painting, conversion of space for bathrooms, enclosing east porch for storage of catering equipment, upgrade of bathhouse to include restrooms for outdoor events and five rooms to be converted for bed and breakfast - **\$75,000**
- 53 Main Street (Muddy Waters) – replacement of front awning **\$1,000**
- 65 Main Street (Touch of Grayce, Valley School of Dance) – removal of existing commercial door and installation of new door including painting and masonry work, new exterior lighting and refurbish and re-hang sign **\$10,000**
- 82 Main Street (Miceli's Deli and David Mann Jewelers) – façade improvements to include replacement of eight front windows, renovation/conversion of second floor office to residential apartment, new electrical and HVAC service, new signage **\$11,200**
- 90 Main Street (The Geneseo Store) – window replacement **\$4,000**
- 97 Main Street (the Art Nook and the Family Barber Shop) façade improvements to include replacement of roof, gutters and downspouts, replacement of second floor front windows and rear windows, scrape and paint building, repair awning over residential entrance, install new

doors on commercial entrances, remove vinyl siding on front and rear, install new signage and lighting – partial award of **\$33,000**

Those projects total **\$344,500**. Deputy Mayor Brennan moved to accept the proposals and award the \$344,500 as recommended by the committee, contingent upon the planning board and SHPO review as needed. 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. The Board members thanked the committee and Julie for all the effort that was put into the process thus far. Julie said she'd be happy to come in at any time and give an update on the projects and added that the Board members should feel free to call her with any questions.

3. STREETSCAPE PROPOSAL – DAVID MATTHEWS:

With regard to the streetscape portion of the Main Street grant program, projects will be reimbursed 100% up to the grant amount of \$45,000. David Matthews from In. Site: Architecture unveiled a plan for the streetscape portion of the projects. He presented a menu list of projects and items. However, with the limited amount of funding available, the committee decided that concentrating on the fountain area would provide the most *bang for the buck* and it needed the most help. With the idea of creating an outdoor café area in front of Bank Street Café & Grill, Miceli's Main Street Deli and Aunt Cookies Sub Shop, David proposed a design. No parking spaces would be lost, with the exception of the police parking space in front of Bank Street Café. Along with the expanded café area on the west side of Main Street, David added some sweeps on the other side of Main in the area of Center Street. The plan also includes brick or stamped concrete crosswalks, freestanding planters, benches, an information kiosk with a map and availability to download an application for a tour onto a cellphone, bicycle racks, period lamp posts, street sign replacements and building murals. David stated that this is a long-term plan that will likely entail some phasing of the projects; he has talked with the building owners and tenants in the area of the proposed café, and they were all pretty happy with the concept and were supportive of it. Issues with the tables and chairs were brought up as a concern; there will need to be a willingness to partner up to share the space.

The next steps would be for the streetscape committee (Deputy Mayor Brennan, David Matthews, Liz Porter, Street Supt. Jason Frazier and Mayor Hatheway) to work out some of the details and make recommendations to the Board. The Board members thanked David for his work thus far.

4. GENESEO BUILDING PLANS WITH TOWN BOARD & JON NORRIS:

At 6:05 pm, Mayor Hatheway welcomed the Town Board Members to the Village Board Meeting. He reminded Board Members that the last time they met jointly, Jon Norris of Clark Patterson was directed to submit the plan for the exterior repair of the Geneseo Building to the State Office of Parks and Historic Preservation (SHPO) for SHPO's "blessing". The Mayor reported that Jon has completed this task and he turned the meeting over to Jon.

Jon Norris addressed the boards, reporting that he requested SHPO do a "courtesy review" only of the proposed exterior repair project of the Geneseo Building and that SHPO was both honored and pleased to do so. In Jon's conversations with SHPO, SHPO expressed that they wanted the brick to blend and recommended choosing from a blend of 4 rather than just 1. With regards to windows, SHPO was accepting of replacement windows, but recommended working with window fabricators for historic buildings. Jon reported that when he asked SHPO about using storm windows, SHPO appeared not to have a problem with them.

With regards to the project cost, Mr. Norris stated that the cost information previously provided did not include exterior storm windows (count: 9) nor the brick blending. A detailed spreadsheet with a cost estimate for the exterior repair work was previously provided to the Town and Village Boards and

reviewed at the February 9th Joint meeting. The estimate for the scope of work identified on that spreadsheet was \$255,712, plus contingencies as follows: 7% contingency for general conditions, 10% Design contingency, and 10% Construction contingency, thereby making a cost estimate total of \$331,070.

Jon requested direction from the boards on the scope and budget for the project in order to move forward. Mayor Hatheway asked if Jon could prioritize what needs to be done in order to preserve the building, to which Jon responded: windows (to a certain level), masonry and joint closure. He added that Clark Patterson's structural engineer is also concerned about the bases of the columns that are in need of repair.

At this time Supervisor Wadsworth interjected that the Town has agreed in theory to the scope of work and, at a previous meeting, adopted a resolution to contribute up to \$100,000 to this project. If the scope of work is cut, that would probably change the amount of the Town's contribution.

Mayor Hatheway asked what a 12 foot storm window would cost, to which Jon responded he estimates that it would probably cost about the same as the cost of a window replacement, which is \$2,320.

Mayor Hatheway stated he has asked Jason Frazier (DPW Superintendent) to see if there are things the Village can do internally to save on the cost and Supervisor Wadsworth added that Larry Levey, Town Highway Superintendent, should be consulted to see if there are items the Town forces can also assist with. Jason indicated that the Village could do work on the doors located in the back of the building. Trustee Wilcox suggested this determination of what can be done internally be made before the project goes out to bid.

Jason Frazier asked if an insulated window unit had been looked at rather than storm windows. This question led to discussion and more questions on possible window choices.

Ms. Irwin suggested a subcommittee be set up to review these questions and others as they come up in order to work out the details, which would report back and make recommendations to their respective boards. It was agreed a subcommittee will be formed consisting of the Mayor, Supervisor, Deputy Mayor and Deputy Supervisor.

At this time Deputy Mayor Brennan moved and Trustee Wilcox seconded the motion that the Village Board commits \$230,000 to this project. Motion passed with voting as follows: Deputy Mayor Brennan-Aye; Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

Since the Town Board adopted a resolution at their meeting of March 8, 2012 committing up to \$100,000 to this project, no further action was needed by the Town Board at this time.

Discussion returned to replacing the windows. A suggestion was made that the guidelines for the Main Street grants be followed. Some Board Members agreed that if the building can be made more energy efficient and cost effective, and SHPO is in agreement, an insulated window unit may be the answer. Jon Norris indicated that when the construction documents are prepared, they can be bid out with alternatives.

Jon Norris offered to start investigating cost information for the alternative window choices. He offered to look at the cost of insulated double-hung windows, single double-hung windows, and conventional commercial double-hung windows. When the Boards indicated that the windows will never be used for opening and closing, Jon added commercial non-operable windows and 1 inch insulated non-operable windows to his price investigation.

5. VILLAGE WATER TANK ON RESERVOIR ROAD:

The Mayor updated the Boards that he wrote to Bill Davis of MRB Group regarding issues concerning the Village's Reservoir Road water tank and has asked him to attend the next meeting to discuss the tank.

At this time, the Town Board adjourned to the court room to continue their meeting, leaving the Village Board in the Board Room to continue theirs.

6. SUMMER RECREATION PROGRAM UPDATE:

Jeff Rose will be working on the program and there will be another person to coordinate with the YMCA because of Erik Fix's departure from the Y. Jeff was given a lot of latitude by the Y, according to Trustee Duff. They might have staff in place by now for this year's program. Mayor Hatheway added that the contract cost for the program is based on an average of 120 participants per week; if over 120 we pay \$45 per participant per week; if under, that amount will be subtracted from the base amount.

7. REVISED PERSONNEL POLICIES:

Clerk Merrick drafted new policies based on samples provided by NYMIR Insurance. The Board reviewed all three policies. Deputy Mayor Brennan moved to approve the Harassment and Discrimination policy as amended. Trustee Duff seconded the motion and all were in favor.

Trustee Gajewski moved to approve the Sexual Harassment policy as amended. Trustee Wilcox seconded the motion and all were in favor.

Trustee Duff moved to approve the Equal Employment Opportunity policy with second from Deputy Mayor Brennan. All were in favor.

8. UNITED WAY DAY OF CARING:

Mayor Hatheway reported that the voluntary work crews did a great job and it really worked out well for the Village.

9. GEOGRAPHY DEPARTMENT PROJECT:

The SUNY Geography department is in the process of having an intern identify and tag all ash trees that are on Village property.

10. MISCELLANEOUS CORRESPONDENCE:

Notification has been received that the NYS Department of Agriculture and Markets performed their annual Municipal Shelter inspection at the Village dog pound on May 23, 2012. All services were rated satisfactory and there were no comments or recommendations on the report.

Correspondence from the Livingston County Industrial Development Agency states that the Village will be receiving a PILOT (Payment in lieu of taxes) from the owner of the Hampton Inn. The payment will be \$30,237.17.

Beth Adams, the art teacher at the Central School is making plans to paint a mural on the practice wall at Highland Park. It will probably be done in the fall when school begins again.

11. PUBLIC SAFETY:

The Board members received the monthly report of activity from Chief Osganian. During the last "click it or ticket" campaign for seat belt awareness, the department issued 72 citations for seat belt infractions.

Trustee Wilcox reported that there is no report on the fire side of public safety; however, they represented themselves very well at the Memorial Day parade.

12. PUBLIC WORKS:

Supt. Frazier asked the Board for permission to hire a temporary summer laborer to help out the crew and suggested Xavier Copeland be hired for the position. Xavier could start this week and will work until he leaves for College in the fall. Discussion followed. The Board gave Jason permission to hire Mr. Copeland for the summer at a rate of \$9.00 per hour. Jason thanked the Board for that consideration and was present for this discussion.

Other DPW department items are listed below:

1. Rubbish day is today and it usually takes two days to get around the entire Village.
2. North St: The street area was shimmed back to a flat crowned surface on Tuesday and then on Thursday an asphalt overlay was applied to the shoulders of the street. The next step will be to have Midland come in and install a Nova-Chip surface to the driving area. This is the same product that was applied on Reservoir Road. The Town of Geneseo helped with the shimming and the shoulders. Town equipment used was a grader and three dump trucks to haul material. A roller was also used from the Town of York equipment fleet.
3. A water main break was repaired on Riverside Drive.
4. The United Way Day of Caring crew did a great job mulching, staining benches and cleaning up the wall area in the Village Park before Memorial Day.
5. The watering trough area on Center Street has been cleaned up.
6. Auction results: 2005 pick-up \$12,500, 2011 Bobcat Skid steer \$27,000, JD mower \$4,500, Dump box \$1,750. The backhoe will be sent to auction this fall.
7. Crews have started to mow the perimeter sewer right of way.
8. Flowers are coming along well.
9. The crew has started to change out a pump at the water treatment plant for the first time in about five years.
10. Schedule of upcoming work: **Court St:** Milling and paving will be done the week of June 11th. **North St:** Nova-Chip will be done the week of June 18th. **Park St:** The water tie in to the College is complete and the street will be opened back up the week of June 11th. **Main St:** DDS has completed the main gas line installation, and will start installing the services from the new main to the houses/buildings.

13. TRUSTEES:

Deputy Mayor Brennan: Kathy Jones asked for Board approval for closing Center Street for the Summer Festival. Once she gets approval she will contact Chief Osganian and Chief Chanler. The Board was supportive.

With regard to the Concert Series, Sandy stated that everything is in place and the concerts will start on June 22. Folks will be able to use the restrooms in the Geneseo Building.

Trustee Duff: discussion of the traffic flow patterns at Highland Park took place.

Trustee Gajewski: no report.

Trustee Wilcox: The tourism committee has ordered and received new four color maps of the Village that includes a schedule of events. Bob will have samples at the next meeting. The Art Stroll is a go for June 22, but it has been a struggle to find artists this year.

Bob also mentioned the SUNY orientation advisor and resident advisor events that will be taking place in the next few weeks.

14. CLERK/TREASURER:

The final transfers and closeout items were all finished at the close of business on May 31. Happy Fiscal New Year to all!!

15. OLD BUSINESS:

Trustee Duff brought up the issue of the possibility of second floor apartments being added to current one story buildings on Main Street and the lack of adequate parking for the additional residents. She wonders if a change can be made to the Code to alleviate this situation in the future. Deputy Mayor Brennan plans to meet tomorrow with Attorney Reynolds to discuss the Code revisions that have been drafted. She will see how the Code is worded at the present time and what can possibly be proposed for the future.

16. MEETING CLOSE:

With no further business to discuss, Trustee Wilcox moved and Deputy Mayor Brennan 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 7:50 PM.

Marsha B. Merrick, Village Clerk