

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

March 18, 2013

PRESENT:

Richard B. Hatheway, Mayor  
Sandra F. Brennan, Deputy Mayor  
Benjamin W. Gajewski, Trustee  
Bob Wilcox, Trustee

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

ALSO PRESENT:

Becky McKeown – Genesee Sun  
Howard Appell – Livingston County News

Scott Taylor and Robert Walker - YMCA

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the March 4, 2013 regular meeting were reviewed. Trustee Wilcox moved to approve the minutes as presented with second from Deputy Mayor Brennan. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

Clerk Merrick asked the Board to consider amending the January 28, 2013 minutes to delete the budget transfer from A4540.44 to A3410.44 FD repairs in the amount of \$5,955. The amendment was approved by the Board.

2. SUMMER RECREATION PROGRAM-YMCA-SCOTT TAYLOR:

GLOW YMCA Inc. CEO Scott Taylor and Executive Director Robert Walker met with the Village Board to discuss the upcoming summer program. The Y had submitted a proposal dated January 29, 2013 to provide a program for community youth at a cost of \$30,500 and to provide a swimming program to be held at the Central School for an additional \$10,500. The proposal does not include any provision for enrollment shortfall.

Mayor Hatheway stated that last year the program was planned for 125 children and ended up with approximately 75 attending. Before the memorandum of understanding is signed this year, the Board would like to see some preliminary work in terms of marketing at Central School as well as publicity about scholarships available to families unable to pay the \$10 per child per week fee. Mr. Taylor said there was no problem with that. They have been in contact with Jeff Rose, the local program supervisor and Mr. Walker offered to get a marketing approach outline to the Board later this week.

Mr. Walker stated that he grew up in Lima, worked for YMCA in Pittsford and then moved to Buffalo and worked programs in and around Orchard Park. He now works in Batavia and his primary responsibility is to assist with new programs as well as those already in place. Jeff Rose had expressed his desire for more support from the Y, and that's one of Mr. Walker's responsibilities. Early May is when the push will be on to get kids aware of the program. Trustee Margaret Duff is the liaison from the Village Board for the program. One of her concerns, Deputy Mayor Brennan stated, is that the information about the program gets out to the school early enough so that families that need assistance are aware of the scholarships available. Mr. Walker spoke to that and assured the Board that they will get the information, and any assistance given will be anonymous.

The structure of the Genesee Livingston Orleans Wyoming (GLOW) was explained by Mr. Taylor. Mr. Walker will be overseeing the program in Genesee. They plan to put a person in Livingston County to provide programs other than summer recreation. They want to have a presence

and get the local steering committee involved again. Mr. Taylor was involved in satellite programs in another location, which five years later transformed into a full facility. These grassroots efforts can expand and grow.

Trustee Gajewski asked about dates for a marketing schedule and suggested tying responsibilities to that so that nothing gets lost along the way, a formalized responsibility list. That would not be a problem Mr. Taylor stated.

Mayor Hatheway stated that in terms of a signed contract, dates can be modified but the Y would need a firm commitment at some point in time. Deputy Mayor Brennan stated that one thing missing in the past was communication between the Board and the Y and she would like wording placed in the contract that the Y would supply weekly participation numbers, counselor student ratio and items like that. Communication could be in the form of a relatively informal email, Mayor Hatheway added.

Following further discussion, the Board was in agreement to contract with the Y at this time for the program. They are committed to move forward. Mr. Walker stated that they are prepared to prove themselves at this level and then move on to the next. They are excited about this year's program and look forward to working with Jeff Rose.

The Board thanked Mr. Taylor and Mr. Walker for attending the meeting and the gentlemen thanked the Board for the opportunity to oversee the program again this year.

### 3. PRELIMINARY 2013-14 BUDGET PRESENTATION:

Mayor Hatheway stated that the budget committee has met twice and Clerk Merrick has drafted a budget to present to the Board at this time. He commended the staff for their seriousness of purpose and commitment to the Village to put the budget together. Gone are the days that folks submitted inflated budgets with hopes that after cuts some items would get approved. Now Department Heads are very responsible and submit flat budgets.

The 2% tax cap has been calculated and the proposed tax levy of \$1,576,659 is within that limit. Funds continue to be set aside for future purposes including reserve funds allocated to fire, police, and public works equipment. Funds generally are accumulated year to year and large items can be purchased without the need to borrow money.

Discussion of the tax cap calculation took place. The calculation is based on the amount of last year's tax levy, \$1,520,000 modified by a growth factor; this year's factor is 1.0122%. The pilot payment from Hampton Inn expected this year (\$3024) is factored in, and then deductions are made for a portion of the pension cost increases determined by the State Retirement System. In the end, the amount to be raised by taxes (the levy) cannot exceed \$1,576,659 without local legislation to override the cap. There are no plans to go that route.

In terms of the General Fund budget, Mayor Hatheway explained that overall increases of approximately \$120,000+ are anticipated in appropriations due to negotiated employee pay increases, significantly increased pension costs and increased health care premiums. Everything else in the budget has remained fairly flat, pretty much the same as last year.

Trustee Wilcox observed that it is difficult when an outside agency, such as NY State, with no local presence, exercises control over how much a municipality can raise in taxes. That practice will have a disproportionate effect on the community by limiting how much can be spent. Going down the road, he hopes that changes.

In concluding the discussion on the General Fund, Mayor Hatheway stated that the only number that is truly set in the budget is the tax rate. Once the tax rate has been established, other lines in the budget can be adjusted as needed during the fiscal year.

The water fund budget also remains pretty flat and no increase in water rates is anticipated at this time. Mayor Hatheway explained that due to installation of master meters the sale of metered

water is anticipated to rise; that is why the revenue line has been increased. The capital project recently taken on is entirely separate from this budget.

The same applies to the sewer budget that remains relatively flat as well. No increase in sewer rates is anticipated this year. The current sewer unit rate of \$55 remains one of the lowest in the County. Modifications in the plant will be necessary in the future for phosphorous removal according to recent information from the DEC and money will start to be set aside for that purpose.

The next step in the budget process will be to hold a public hearing. That is scheduled for April first, and then the budget will be considered for adoption on April 15<sup>th</sup>. The Board thanked the department heads for attending the meeting and for their due diligence in preparing their budgets.

#### 4. WATER PROJECT UPDATE:

Village and Town of Geneseo representatives and engineers met last Thursday to discuss plans that need to be made and the sequence of events once the tank is penetrated. The tank will start to be drawn down SUNY graduation weekend (May 17, 18, and 19) and emptied by Monday when construction on the tank itself will begin. York will meet with us next week, because the Supervisor and engineers were unable to attend the meeting last Thursday. Operator George Worden attended and pointed out that York has the least amount of flexibility. Mayor Hatheway is confident the operators have plans worked out between them; the most important point is that there will need to be sequencing of pumping, filling the outside user's tanks and so forth.

There will be more discussion in the upcoming weeks as more detailed plans are developed. We will schedule a meeting with some of the bigger users within the Village, namely the College and the County. The County will be involved from the health department standpoint, but also from the user's standpoint, due to the Jail, County Complex and Dialysis Center. A restrictive water plan will be put in place if necessary to conserve water especially if we experience an unusually dry spring and residents are prone to watering lawns, washing cars, etc.

Next steps include a public information meeting in April to explain the project. The tank project is scheduled to begin on May 17<sup>th</sup>; by the end of June the project should be completed, if all goes well.

The advertisement for bids has been submitted to the newspaper this morning for publication on Thursday. The ad was distributed to the Board members via email for their review. Deputy Mayor Brennan moved to formally approve the advertisement for sealed bids for the Reservoir Road Water Tank Improvements General Construction Contract #1 with second from Trustee Wilcox. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

In conclusion, Supt. McTarnaghan said that things are moving right along. MRB engineers Bill Davis and Clement Chung have been working on the project.

#### 5. GENESEO BUILDING UPDATE:

Jon Norris provided the Board with a project kick-off meeting summary that was distributed. The AIA contract documents were received, signed and copies sent back to Clark Patterson. The project will begin in April. There will be an informational meeting held with the staff prior to that. The building will be open for business during the project and schedules for court and meetings will be taken into consideration as the project progresses.

One aspect of the project will involve asbestos abatement. A small amount of asbestos is present in caulking that has been used in the building. Lu Engineers have submitted a proposal to perform the monitoring services for the abatement for \$1,700. The actual abatement work will be subcontracted by Window Specialists. Jon Norris obtained and reviewed the Lu Engineers proposal and recommends approval by the Board. Trustee Wilcox moved to approve the proposal for Asbestos

Project Monitoring Services for the Geneseo Building by Lu Engineers at a cost not to exceed \$1,700 and for the Mayor to sign the documents. Deputy Mayor Brennan seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

The outside work will start in early April when scaffolding will be erected, followed by tuck pointing and brick work. After that work is completed, the window installation will take place at a rate of perhaps four windows per day, and then painting.

The project is exciting! Funds on hand (Land and Building Reserve) are being used for the Village portion, with a substantial contribution from the Town of Geneseo.

#### 6. TELEPHONE PROJECT UPDATE:

Per an email from Clerk Mack, the cabling is finished and the phones will be installed April 12. The cabling installers were very accommodating and did what needed to be done without serious interruption to the staff, Mayor Hatheway commented.

#### 7. DOG PARK BROCHURE:

The final edition has been posted on the website and copies are available. Deputy Mayor Brennan sent a note to Dale Sells thanking her for her involvement. Trustee Wilcox said that Andrew Chanler sent a copy to the insurance company (NYMIR) and they were delighted by it. *“Pretty nice brochure! Nice way to communicate the rules!”*

A thank you note was received from the organizers of the dog birthday party held recently in the Park. The note reads, *Thank you for allowing our pups to reserve the dog park to celebrate Susie & Stanley’s birthday. The pups had a great time and the raisers were all very impressed with Highland Park.*

#### 8. STREETLIGHTS:

Deputy Mayor Brennan stated that RG&E has requested greater detail in the field level plan for the new lights because the lumens were not included. They require a detailed map of Main Street showing how the new lighting will illuminate the street versus the old lighting. Sandy suggested that Jason Frazier check with MRB as they have personnel who have put together information like this before for various building projects in the Village.

#### 9. PUBLIC SAFETY:

Chief Osganian’s report was received by the Board. Deputy Mayor Brennan read a letter received from Sheriff York dated March 27<sup>th</sup> regarding traffic enforcement funding.

Trustee Wilcox moved to approve membership in the Fire Department for Leanne Chen, Benjamin Kasper, and Vincent Xiao. Deputy Mayor Brennan seconded the motion and all were in favor. Trustee Wilcox moved to accept resignations from three members: Kevin Frody, Emily Olmstead and Kevin Seefried. Trustee Gajewski seconded the motion and all were in favor.

#### 10. PUBLIC WORKS:

Trustee Gajewski reported that Supt. McTarnaghan and the crew have been replacing meters at larger apartment buildings, doing some budget work and working with MRB on the upcoming tank project. Steve also has been meeting with salesmen about chemical needs in the future, specifically for the wastewater treatment plant in terms of phosphorus removal.

The report from DPW is as follows:

1. Crew installed sump pumps and electric to both pits at the Reservoir Rd location. Sump pumps were tied into the storm line that runs across the parking lot and the electric was run from a new panel box set by the hydrant to the pits.
2. Asphlund is done trimming and removing trees, I will look to replace trees where needed during our planting season.
3. Crews are starting to do some work at Highland Park before the season starts.
4. Crews have been grinding the stumps, cleaning up, and top soiling the areas.
5. We have started to clean ditches on Riverside Dr.
6. Crew did some investigation digging at the tank site on our water lines for the upcoming project.

Mayor Hatheway reported that two groups have asked about community projects. One is the swim team with 50 possible participants. Possible projects include helping with the Wadsworth wall along Route 20A and another would be to ready Highland Park for the spring/summer season.

#### 11. TRUSTEES:

Deputy Mayor Brennan: Sandy had an inquiry about possible signage that will direct folks from the Wegman's plaza area down to the Main Street business district.

Another request Sandy has received is for additional handicap parking places. The Village Board can put additional spaces wherever they are needed. Dick will ask Chief Osganian and Parking Enforcement Officer O'Keefe what they think, and Sandy and Bob will also look on Main Street to see where they might be placed.

Trustee Gajewski: nothing further.

Trustee Wilcox: Bob reported that there is a tourism meeting tomorrow. The new rack card is due back from the printer and will be ready for display. The Healthy Campus Coalition met since our last meeting and they are moving ahead with implementing items gleaned from a recent College survey.

#### 12. CLERK/TREASURER:

Financial reports were distributed for January and February including the third quarter reports for all funds by Clerk/Treasurer Merrick.

Following review by Trustee Wilcox, voucher numbers 854-929 (for general, water, and sewer funds) were presented for approval. After discussion, Trustee Wilcox moved and Trustee Gajewski seconded the motion to approve general fund vouchers for \$67,601.35. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Gajewski and Deputy Mayor Brennan seconded the motion to approve water fund vouchers for \$17,240.31. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Wilcox moved and Deputy Mayor Brennan seconded the motion to approve sewer fund vouchers for \$8,305.60. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Deputy Mayor Brennan moved and Trustee Gajewski seconded the motion to approve a HR12-Geneseo Building Project voucher for \$11,740.00. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Wilcox moved and Trustee Gajewski seconded the motion to approve a HR15-Infrastructure Improvement voucher for \$5,000.00. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye

After discussion, Deputy Mayor Brennan moved and Trustee Gajewski seconded the motion to approve a HR18-Water System Improvement Project voucher for \$5,531.48. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

13. NEW BUSINESS:

The Board discussed the Business Development Loan to James Phillips and the repayment schedule.

14. MEETING CLOSE:

With no further business to discuss, Deputy Mayor Brennan moved and Trustee Wilcox seconded the motion to adjourn. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 7:20PM.

Marsha B. Merrick, Village Clerk