

VILLAGE OF GENESEO
BOARD OF TRUSTEES

April 1, 2013

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer
Eric Osganian, Police Chief
Andrew Chanler, Fire Chief

ALSO PRESENT:

Becky McKeown-Genesee Sun

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the March 18, 2013 regular meeting were reviewed. Deputy Mayor Brennan moved to approve the minutes as amended with second from Trustee Wilcox. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, Mayor Hatheway-Aye, and Trustee Duff-Abstain. The motion carried.

2. ORGANIZATIONAL ITEMS:

A. Mayor Hatheway 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. The committee assignments are subject to change.

B. Mayor Hatheway nominated David Woods for re-appointment to the Planning Board for a five-year term expiring in 2018. Deputy Mayor Brennan seconded. The motion carried unanimously.

C. Mayor Hatheway tabled the member appointment to the Zoning Board of Appeals as Bruce Teall has indicated he is not continuing. There will be a name submitted in the near future for appointment to a five-year term, expiring in 2018.

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 7, 2014. 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. There was discussion about whether or not an online newspaper could be used for that purpose and Becky McKeown (Genesee Sun) stated she would look into that.

G. Mayor Hatheway suggested that the standard workday for Village employees would be eight hours, for retirement reporting purposes and 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. Deputy Mayor 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, Community 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 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 one 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 with increased limits on the Procurement Policy for Purchase Contracts \$1,000-\$3,999 needing two verbal quotations, \$4,000-\$9,999 needing two written/fax quotations or two written requests for proposals. Along with that, Public Works contract limits are redefined as \$1,000-\$3,999 require two verbal quotations, \$4,000-\$5,999 need two written/fax quotations, and \$6,000-\$19,999 require two written/fax quotations or two written requests for proposals. The Investment Policy was amended to delete HSBC Bank and add Community Bank and Steuben Trust Company. 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 contracting with Tom Reynolds for the Village Attorney for the next year with second from Trustee Duff. All were in favor.

3. WATER TANK PROJECT:

Bids: The bids for the Reservoir Road Water Tank Improvements were opened today and the only bid was considerably higher than expected. MRB was not at all pleased with the bid and is looking at other options available to the Village. Part of the problem is that there is now only one company in the northeast that does this work, because the other qualified firm has recently closed its tank reconstruction division. The project is on hold for the moment until options are reviewed. The project schedule still includes emptying the tank in May, and starting the project right after that. However, due to the bid situation and the higher cost involved, there might need to be an emergency meeting to either approve another bid or to examine other alternatives.

Emergency plan: Another aspect of the project is the development of a *Bypass Operations Plan* developed by MRB in conversation with all of the parties involved including the Department of Health, both State and local. The plan has been drafted and revised once upon the recommendation of the Health Department. When it is finalized there will be a meeting of all of the parties involved to go over the plan.

4. EXECUTIVE SESSION:

Upon the suggestion of Mayor Hatheway, Trustee Gajewski moved to enter into executive session to discuss a personnel issue with second from Trustee Wilcox. All were in favor and the session began at 5:55PM.

Trustee Gajewski moved to come out of executive session at 6:05PM with second from Trustee Wilcox. All were in favor.

5. GENESEO BUILDING:

The project is moving forward. Jon Norris will be meeting with the subcontractors who will be working on the masonry exterior tomorrow morning at 8:30AM.

6. PERSONNEL:

Police: Chief Osganian noted that in order to provide some additional shift coverage in the event an officer transfers out of the department, he would like to ask the Board to consider approving an officer off the Civil Service List provided by Livingston County. In that way, a part-time officer can be asked to work more than the twenty hours per week allowed. He would like the Board to

consider approving Christopher Matteson, currently working for the Village on a part-time basis. Officer Matteson has completed his rural police training, recently moved into the Village and has been working out well for the Department. He will have a six-month probationary period with the Village and a twelve month probationary period with Civil Service. Deputy Mayor Brennan moved to approve Christopher Matteson's transfer to a Civil Service position which will allow him to work as many hours as needed. Christopher will still hold a part-time position at this point, however. Trustee Wilcox 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.

DPW: Eric Scoville is retiring from the Village effective April 30, 2012 after 38 years of service to the community. He is currently using up vacation time and at this time the crew is sparse as two or three of the workers are on vacation with their families. The position will be advertised in the Livingston County News and in the Genesee Valley Pennysaver. In order to perform an open thorough search, a new worker probably won't be approved before May first. Trustees Duff and Gajewski will be the Board representatives involved in the applicant review/interview process.

7. FAÇADE GRANT PROJECT:

Trustee Gajewski stated that he and Liz Porter met with the County committee and reviewed 42 applications (from the participating villages: Avon, Dansville, Lima, Mt. Morris and Nunda) for the available funding of \$155,000. The total project expenses including the private investments amount to \$2 million dollars. Geneseo had nine applications and some of them were submitted for approval. The County Development Agency will make the final grant awards.

Each participating village contributes \$3,750 annually to the program and applicants are able to combine any grant award from the County Program with any Main Street Program funding they might receive. The Board thanked Ben and Liz for participating on behalf of the Village of Geneseo.

8. EVENTS:

Volunteer Dinner March 26: Organized by Tom Matthews, Associate Dean of Leadership and Service at SUNY Geneseo. College and community service groups and individuals were recognized, one being the Teresa House. Mayor Hatheway, commenting that the event was very well done, was asked to give a welcome on behalf of the community.

The Board of Directors at NOYES Hospital in Dansville is hosting a groundbreaking for renovations and expansion of their emergency department on April 12.

Armory April 13: The New York National Guard will be holding a Freedom Salute for the A Co 2-108 Infantry to honor the soldiers for their dedicated service in support of Operation Enduring Freedom. A second event that day will be a Change in Command Ceremony for the same Infantry Company. Events will begin at 2:30PM.

The annual Southern Tier West Local Government Conference is scheduled for May 8 at Houghton College.

The annual Oak Tree Marathon is scheduled for September 1 beginning at 8:00AM. The Genesee Valley Conservancy, Benjamin Gajewski, Executive Director and Race Director is asking permission to close some Village streets from 8:00AM until 8:45AM so that the ~750 participants can use the streets for the event. Local police officers will be enlisted to close the streets and volunteers will be working at the affected intersections. This event draws participants from near and far. The Board was supportive. Ben will be in contact with the police and fire departments as well as the Sheriff.

9. MISCELLANEOUS ITEMS:

Notification was received from the Genesee Valley Rural Preservation Council that the NYS Housing Trust Fund Corporation has awarded \$400,000 in HOME funds for the Livingston HOME Rehabilitation VI Program in Livingston County. The Program is the newest phase of this funded program that will assist 18 low income single family homeowners with rehab of their home.

An email was received from the Conesus Lake Association that the Livingston County Water and Sewer Authority received a draft permit renewal from the NYS Department of Environmental Conservation to install additional wastewater treatment capability at a significant cost. The cost will be passed on to customers and could increase sewer rates by 50%. The improvements will cost approximately \$5 million dollars. DEC accepted comments on the draft permit renewal until March 24, 2013.

10. PUBLIC SAFETY:

Chief Chanler reported that he will be attending the April 15th meeting to give the annual FD report. Elections will take place tomorrow evening. The new ambulance is on schedule, and a delivery date is expected soon. There might be an interested party for the 2000 ambulance and selling it outright might be better than trading it in. The brushed aluminum lettering will be ordered for the façade project at the firehouse and installed when the weather is warmer. An open house will be held on Saturday, April 27 from 11AM until 2PM. This is a statewide open house event to promote recruiting volunteers and serves as a good public awareness. An opportunity will also be available to dispose of outdated prescription drugs at the event; this has been well received in the past.

Chief Osganian's monthly report was received by the Board members.

11. PUBLIC WORKS:

Trustee Gajewski reported that Supt. McTarnaghan and the crew have been accepting delivery of the pipe and valves for the project as well as hydrant and flow meters, helping with brush pickup and performing water readings for the next billing. The Central School water issues are being resolved. New water meters have been installed at the County Jail building.

On March 19th the crews experienced a number of water main breaks. The initial issue occurred at the Central School, which in turn drew in a lot of silt and dirt through the line that fouled the pressure regulators in the full flow position. That pressure then ruptured pipes at Main, Court, Second and Temple Hill Acres. Fortunately it all happened during the day and water was fully restored throughout the system by 8PM that evening. The Board expressed kudos to the crew members that were able to restore the system and get things running smoothly again.

12. TRUSTEES:

Deputy Mayor Brennan: Mayor Hatheway and Sandy will be meeting with Mary Mohan and her class this week to discuss possible projects geared toward improve the quality of life and services in Geneseo through the eyes of outsiders. Trustee Wilcox said that the tourism committee has been through the branding process via Mohan's class and has come up with a logo that is used on the Geneseony.com website etc. The Mayor pointed out that this current initiative is to build on the work completed for the tourism group. Discussion followed.

Deputy Mayor Brennan stated that she has noticed solar panels used to collect sunlight to run utilities. That would be something to look at as a way to save money. It was noted that 4% of the General Fund operating budget is for street lighting costs.

Trustee Duff: Margaret has been hearing from people that they are not using businesses downtown because they don't have a quarter for the parking meters. Also, the dog walkers are looking

for places to put their waste. Receptacles are on Main Street and in the Park, but she is wondering if others are needed throughout the Village.

Trustee Gajewski: Ben reported that he had someone talk to him about beekeeping in the Village. The resident had a hive in the Village, a neighbor complained and Code Officer Maxwell asked him to move it outside the Village limits. Ben wonders how restrictive the Code is with regard to this type of activity. Further research will be done in terms of the Village Code and any State regulations.

Trustee Wilcox: The Healthy Campus Coalition continues to meet, however they will be wrapping up activities for this school year. They are in an educational phase right now and headed in the direction of involving the campus conduct folks with the courts. Students are more worried about their permanent college record than court fines.

Tourism: Bob reported that because the money from the Village doesn't get issued until June, there is a cash flow problem in May. Commitments to the Letchworth Park brochure and Life in the Finger Lakes brochure amount to \$1,200-\$1,300. Perhaps something can be worked out between the Village and Town to bridge that gap.

The new table rack cards were distributed by Bob and were very impressive with a listing of events on one side and a Village map on the other. Cards will be distributed and displayed in restaurants and other places around the Village.

A survey of the handicap parking places on Main Street was made by Bob and the Board discussed their current placement and ideas for additional spots.

13. CLERK/TREASURER:

No report at this time.

14. 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 7:21PM.

Marsha B. Merrick, Village Clerk