

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

April 15, 2013

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer  
Andrew Chanler, Fire Chief  
Stephen Zabrocki, 2<sup>nd</sup> Asst. Chief

ALSO PRESENT:

Clement Chung and Bill Davis from MRB Group Engineers

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the April 1, 2013 regular meeting were reviewed. Deputy Mayor Brennan moved to approve the minutes as presented with second from Trustee Gajewski. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

The minutes of the April 1, 2013 public hearing were reviewed. Trustee Gajewski moved to approve the minutes as presented with second from Trustee Duff. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

2. GENESEO FIRE DEPARTMENT – ANNUAL REPORT AND INSTALLATION OF OFFICERS:

Chief Chanler stated that the following officers were elected: Chief Andrew Chanler, First Assistant Chief Frank Manzo and Second Assistant Chief Stephen Zabrocki. Mayor Hatheway administered the oath of office to Chief Chanler and Second Assistant Chief Zabrocki.

Andrew presented the annual report for the Department, noting there were 248 fire calls and 1,607 ambulance calls during the past year. Manpower hours increased overall; however the department was able to provide more man hours with fewer volunteers than in prior years.

The firehouse was equipped with the diesel exhaust removal system and it has made a huge difference in the cleaning and air quality within the facility. The façade project was completed and a new ambulance will be delivered by the end of the month. The 1971 Mack pumper was repowered with a diesel engine and should run anew for many years to come.

The number of Village fire calls was 129, down from 143 last year; Town calls were 98, down from 107 and there were 13 calls to the Town of Groveland to support the ambulance response for motor vehicle accidents and one assist at a house fire. Significant responses included the fire on April 2, 2012 at the Wadsworth Homestead, a large hay and barn structure fire at Warner Road and two rescues at Fall Brook.

A graph showing the number of man hours expended at hours of day was illustrated. The largest number is on duty hours for the ambulance at 28,427 hours. That number is up significantly from the prior year (24,731). A few more crew members signed in to each shift. Most of the items listed speak for themselves. Nonemergency standby hours are for events such as the airshow in July. Number of participants and hours for the West Webster funeral presence was noted. Manpower sheets are filled out by the volunteers, although administrative hours spent by officers are not logged. That number would be well over 40,000 if those hours were logged.

Another graph illustrates alarm types as well as calls by month and alarms by hour. It is pretty quiet between midnight and 6AM and the busy time is during the day. Ambulance graphs show the bones of the whole report, Andrew stated, including trends over the years. Call location, call type and

number of transports are all reported. Receiving hospital shows where the ambulances go. The report, prepared by Ambulance Captain Chris Stiegler shows detailed information about the ambulance calls.

There is a summary about ambulance personnel included in the report; currently there are 127 total members, 94 participate in EMS, 19 became EMT's , and 11 are in classes right now. For the most part they are college students. There were 22 new members, 16 resigned or were terminated and right now there is a waiting list to get into the ambulance service.

The last page has the financial information with revenues from fundraising efforts and the two percent federal fire tax and interest earnings. The money goes to supplement things, such as the firefighter protective clothing costing approximately \$3,000 per person to outfit a new volunteer. Funds leftover are set aside to purchase items that benefit the members.

As for upcoming items: Chief Chanler said that they are going through the membership selection process and revamping that. There has been a waiting list for 8-9 months as there is a maximum number of volunteers that can be on the roster according to General Municipal Law. After volunteers are approved for membership, there is an extensive field training process to get people cleared for service. They are trying to develop better job descriptions, a better list of expectations, and defining goals for attainment throughout the process. As for equipment purchases in the near future, they hope to replace the Chief's car and the squad van at the same time.

The Board thanked Chief Chanler and his staff for the report and for their service to the community.

### 3. VENDOR INSURANCE – ANDREW CHANLER:

There has been considerable communication between merchants associations, the Mayor and Insurance Agent Andrew Chanler about the need for insurance. Our practice is to require groups using Village property, including Village streets and sidewalks to have proof of insurance. The insurance carrier for the Village, NYMIR, and their loss control manager insists on liability coverage for outside groups at a minimum limit of \$250,000. This is to protect the Village from any claims that might result during an event. During the first year of the Farmer's Market, the various vendors were able to obtain insurance and provide a certificate of coverage to the Village as well as list the Village as additional insured in case of a loss. Now it is a matter of routine for the vendors. As for Geneseo Productions, the concert series, insurance was obtained by the group to cover any liability issues that might arise. The individual performers were not forced to purchase insurance separately.

As for the Welcome Center Group and the Tourism Committee, it was determined that these two groups are composed of volunteers that facilitate things for the Village; as such they are essentially an "arm" of the Village to assist with functions. In that case, they would not need to obtain separate insurance coverage or provide a certificate for their participation in the Farmer's Market or the Summer Festival because they are working on behalf of the Village, and are not 'vendors'.

The Board thanked Andrew for the clarification and information.

### 4. WATER PROJECT:

MRB's Bill Davis and Clement Chung were present to explain the bid opening that took place today. One bid was received for the tank work on April 1<sup>st</sup> and it was rejected due to the price of the work being way above estimates and way too costly. The construction work was advertised for re-bid. Three bids were received today; the lowest was from Villager Construction at \$105,640, Crane-Hogan Structural Systems at \$126,000 and Dakksco Pipeline Corporation at \$174,944.

Bill Davis explained that PreLoad was the tank manufacturer when it was constructed in the 1980's. It would have been natural to ask them to come back and re-pipe the tank. However their service department is no longer available and thus that was not an option.

The new bid has come in within budget; however two 10,000 gallon pneumatic tanks were removed from the specifications for the revised bid and will have to be leased by the Village at a cost of \$40,000. They (two tanks leasing for approximately \$20,000 each) will be used for water storage during the tank shutdown. Overall money was saved by re-bidding the construction work.

Following discussion and upon the recommendation of MRB Engineers, Deputy Mayor Brennan moved to accept the bid from Villager Construction for the Reservoir Road Water Tank Improvement project at a cost of \$105,640 and to authorize Mayor Hatheway to sign the contract award documents. Trustee Duff seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

There is a meeting scheduled for tomorrow morning at 10AM to review and discuss the bypass operations plan with all of the entities involved. The project is on track so far and will be completed by early July. A public information meeting will be held towards the end of this month. A voluntary conservation plan will be necessary according to the Health Department and notices will be distributed and published for all involved users in the Town and Village of Geneseo, the Town of York, and SUNY Geneseo.

#### 5. GENESEO BUILDING UPDATE:

Jon Norris has been in extended communication with the contractors, looking for a work schedule, Mayor Hatheway reported. The project was to begin during the first part of April but that hasn't happened yet.

#### 6. COUNTY SIGN & FAÇADE PROGRAM – TRUSTED GAJEWSKI:

Trustee Gajewski reported that Geneseo had nine applicants looking for \$40,000 in grant funding. After reviewing the projects, four applicants were recommended for funding at an amount of \$15,660. The program provides a nice return for local businesses. Three of the projects had also received NY Main Street grant money.

#### 7. SUMMER RECREATION UPDATE:

Mayor Hatheway forwarded an email from YMCA's Scott Taylor last week with regard to the marketing plan. Scott will be looking for the signed contract from the Village Board. The consensus was that there needs to be a formula in the contract in case there are considerably lower numbers of attendees than anticipated and therefore program costs adjusted accordingly. It looks like the YMCA is on board and working with Jeff Rose to get the program up and running for this summer. The Board members are insisting upon communication throughout the summer as to how things are going.

#### 8. HIGHLAND PARK REQUEST:

A request has been received from the SUNY Senior Class who would like to have a barbeque at Highland Park on May 16<sup>th</sup>. They would like to have a band performing from 11AM until 3PM. The noise permit stipulates *the sound levels are to be low enough so that a reasonable person 500 feet away would not be disturbed*. The Board discussed the request and the proximity of the park to surrounding neighborhoods. It was agreed that the permit would be approved, but that the organizer should make efforts to notify the neighbors prior to the event.

#### 9. UPCOMING EVENTS:

- ✓ Association: The next meeting will be held April 17 in Avon.
- ✓ Teen recognition: May 1<sup>st</sup> at the Genesee River Hotel.
- ✓ National Law Day: May 2<sup>nd</sup>. Youth Court will be having a mock trial here at the Geneseo Building where they hold monthly meetings.

- ✓ Local Government Workshop: The annual Southern Tier West workshop at Houghton College will be held May 8<sup>th</sup>.

#### 10. BUSINESS DEVELOPMENT LOAN PROGRAM:

A letter has been sent to Jay Phillips outlining the new interest rate that was adjusted this month as the loan is one year old. A new payment schedule was also enclosed. Following discussion, the Board consensus was to take the next steps to collect on the loan.

#### 11. MISCELLANEOUS CORRESPONDENCE:

A letter was received from the chair of the County Environment Management Council, Ray Case, that SUNY Geneseo has been selected as the recipient of this year's Earth Day award. The Council *was impressed with the College's efforts that include the President's Commission on Sustainability, the Climate Action Plan, the Carbon Action Plan, and a host of supporting strategies to help reduce the College's environmental impact.* A letter was also received stating that David W. Parish nominated GCS Science teacher Randy French for the award but he was not chosen.

A note was received from George Stooks, Facilities Department at SUNY, about the cat population on campus. Whether feral or domestic, there is a large population in and around campus. He would like to see an effort to reduce and relocate the population and wondering if there is an opportunity to work with the Village on the problem. Mayor Hatheway will look into forming a task force to look at the problem and to enlist the possible help of Sarah McLean who expressed an interest some time ago in reducing the cat population. Trustee Gajewski will contact George Stooks.

The Village has received a copy of a letter sent to Anna Grace, Director, that the Wadsworth Library has been named **2013 RRLC (Rochester Regional Library Council) Public Library of the Year.** The Council received over a thousand nominations from library users across the region as to why they loved their library and the Wadsworth Library was the clear winner in the public category. Congratulations to the Library staff and volunteers!

SUNY Commencement is scheduled for May 18<sup>th</sup> and the list of activities and maps has been sent out to all the affected agencies.

Mayor Hatheway participated in a conference call with Senator Patrick Gallivan and Senator Cathy Young about the Livingston County Water and Sewer Authority plans for a wastewater treatment plant upgrade.

#### 12. PUBLIC SAFETY:

Chief Osganian's report of activity was received. Part-time officer Aaron Chase has resigned and the Chief would like to fill the position. Applications were received and interviews took place with Deputy Mayor Brennan participating. Following discussion, Deputy Mayor Brennan moved to support the recommendation of Chief Osganian and offer the position to Travis M. Lana. Travis would be working part-time with the GPD as well as with the Livingston County Sheriff's Department. Trustee Duff seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye. The motion carried.

Chief Osganian and the Department have won the Governor's Traffic Safety Committee Award again this year. Geneseo Police Department is one of the eight winning and participating agencies in this area. The award will be presented on April 18<sup>th</sup> at a ceremony at the Rochester Riverside Convention Center. The Department also won the National Law Enforcement Challenge. Congratulations to Eric and the Police Department.

13. PUBLIC WORKS:

Trustee Gajewski reported for Supt. McTarnaghan and said that the crews were up at the tank all day, and the tie in went smoothly.

14. TRUSTEES:

Deputy Mayor Brennan: Dick and Sandy met with the first of three groups of Mary Mohan's classes in communications case studies. They will be working on items to give us a bit more pizzazz, perhaps a new letterhead design, maybe some festival suggestions, putting murals in some of our alleyways, and taking a look at the website. They will meet with the two other groups also. The energy is there.

Trustee Duff: no further report.

Trustee Gajewski: no further report.

15. CLERK/TREASURER:

After further review of the tentative 2013-2014 Budget, Trustee Gajewski moved adoption of the budget presented at the Public Hearing on April 1<sup>st</sup> and Trustee Duff seconded. The combined general/water/sewer budget amounting to \$5,211,336 proposes to raise \$1,576,659 in property tax levy (within the tax cap limit imposed by the State government) with water and sewer rates remaining stable at the current amount (\$2.35 per 100 cubic feet of water and \$55 per unit for sewer). The tax rate will be \$6.84 per \$1,000 of assessed valuation and the budget will go into effect on June 1, 2013. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

Clerk Merrick brought before the Board a number of outstanding claims for payment including one sidewalk repair that will be levied to the tax rolls. Another claim was for reimbursement of Village attorney's fees for the recent Dotterweich Special Use Permit process for 18 Wadsworth Street. The Village Board considered the Dotterweich's attorney's request to waive the fees amounting to \$747 because the Village was deemed by the Courts to have wrongly caused the litigation in the first place. In the interest of settling the matter, Trustee Duff moved to waive the fees and Trustee Gajewski seconded. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye. Notification will be sent to their attorney, Eric Dolan.

The other fees and charges (dating from 2005 to 2012) were discussed and it was determined that notices should be sent again to collect the fees outstanding for items such as sign grants, water meters, engineering fees, damage to playground equipment, sidewalk repairs to State property (Armory), attorney fees, and damage remediation following accidents. Clerk Merrick will keep the Board apprised as to collection of these items. The County Treasurer's Office, who ultimately collects any unpaid taxes for the Village, does not allow levy of any items other than unpaid water and sewer fees and sidewalk repairs. (The Armory does not pay Village taxes and therefore the amount could not be levied to their tax bill in 2011.)

Following review by Trustee Duff, voucher numbers 930-1022 (for general, water, and sewer funds) were presented for approval. After discussion, Deputy Mayor Brennan moved and Trustee Gajewski seconded the motion to approve general fund vouchers for \$89,178.56. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye. Trustee Duff commented that while reviewing the vouchers she noticed that some bills were paid even though some of the receipts were missing. Those bills should really not be paid unless all of the receipts are presented by the department head.

After discussion, Trustee Gajewski and Deputy Mayor Brennan seconded the motion to approve water fund vouchers for \$28,250.38. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Duff moved and Deputy Mayor Brennan seconded the motion to approve sewer fund vouchers for \$206,913.11. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Duff moved and Deputy Mayor Brennan seconded the motion to approve HR18-Water System Improvement Project vouchers for \$37,008.84. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Deputy Mayor Brennan moved and Trustee Gajewski seconded the motion to approve a Main Street Grant Program voucher for \$135.00. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye

16. 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, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 7:45PM.

Marsha B. Merrick, Village Clerk