

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

January 27, 2014

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer

ALSO PRESENT:

None

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the January 6, 2014 regular meeting were reviewed. Trustee Duff 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 Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

2. ENVIRONMENTAL FACILITIES RESOLUTIONS:

The Village has been awarded an Engineering Planning grant from EFC for a wastewater engineering study project in the amount of \$24,800. MRB prepared the application last August. In order to receive the grant award, several resolutions must be considered and the Board received draft wording provided by EFC via email.

Following consideration by the Board, Deputy Mayor Brennan moved to adopt the following resolution with second from Trustee Gajewski: **NOW THEREFORE BE IT RESOLVED**, that Mayor Richard B. Hatheway is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Village of Geneseo's obligations under the Engineering Planning Grant Agreement. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

Following consideration by the Board, Trustee Duff moved to adopt the following resolution with second from Trustee Gajewski: **NOW THEREFORE BE RESOLVED**, that the Board of Trustees of the Village of Geneseo authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the Village of Geneseo Wastewater Engineering Study project. Under the Engineering Planning Grant Program, this local match must be at least 20% of the total project cost. The maximum local share appropriated subject to any changes agreed to by the Mayor shall not exceed \$6,200 based upon a total estimated maximum project cost of \$24,800. The Mayor may increase this local match through the use of in kind services without further approval from the Village Board.

The Board next considered the SEQR resolution necessary for the project to go forward. They determined that the project would be a Type II under the SEQR guidelines, **WHEREAS**, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; Deputy Mayor Brennan then moved to adopt the following resolution with second from Trustee Wilcox:

**NOW THEREFORE BE IT RESOLVED**, that the Village of Geneseo Board of Trustees hereby determines that the proposed Village of Geneseo Wastewater Engineering Study project is a Type II action in accordance with 6 NYCRR Section 617.5(c) subparagraph (18) which constitutes the *information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action*; and is therefore not subject to review under 6 NYCRR Part 617. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

### 3 LIVINGSTON COUNTY DEVELOPMENT CORP - MOU:

The Board reviewed the annual memorandum of understanding between the Village of Geneseo and Livingston County Development Corporation (LCDC). The terms of the memorandum are similar to those of past years in which the Village will pay \$3,750 to the LCDC and they will provide the following program components:

- Designated Downtown District – map will be updated
- Downtown Coordinator
- Design Guidelines
- Livingston County Sign and Façade Improvement Program
- New York Main Street Grant Program
- College Student Intern Program
- Downtown Roundtable
- Entrepreneurship Training
- Small Business Technical Assistance
- Revolving Loan Fund
- Buy Local Campaign
- Advocacy

Trustee Gajewski moved to approve the MOU between the Village and the LCDC as outlined with second from Trustee Duff. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

### 4. OFFICE OF COMMUNITY RENEWAL VISIT:

Crystal Loffler, Director of the New York Main Street Program has informed the Village that the NYS Office of Community Renewal (OCR) will conduct its monitoring review of New York Main Street program 20113282 (the Village's program) on Wednesday, February 12. The review will begin at 10AM and will be conducted with Village officials and Julie Marshall, program administrator for the Village. The review will include monitoring file maintenance, project selection and development, contractor selection, SHPO compliance, inspection of records, financial management and ongoing project maintenance. Clerk Merrick will make sure the Village records are organized prior to the visit.

### 5. HEALTH DEPARTMENT REQUEST:

Colleen Schiedel, Outreach and Recruitment Coordinator for the Livingston County Department of Health has asked for assistance with the Main Street Goes Blue initiative this year. The outreach focuses on increasing the community's awareness regarding colon cancer screening. A banner will be displayed and blue items will be displayed in the shop windows. The next meeting for the 2014 campaign will take place on February 4 from 6:30 until 7:30PM at the Government Center. Trustee Duff agreed to help with the campaign again this year but will be unable to attend that meeting. Mayor Hatheway will let Colleen know.

6. TOWN OF YORK REQUEST:

A letter has been received from York Supervisor Gerald Deming seeking the Village's approval for the sale of water by York to the Town of Leicester. If permitted, the additional volume of water provided to the Town of Leicester will not cause the Town of York to exceed the maximum draw permitted by the current contract between the Village of Geneseo and the Town of York. The letter serves as a formal request for review as outlined in the contract. There will be further review and discussion with regard to this request.

7. HYDRAULIC STUDY:

MRB has prepared and delivered a *Water System Hydraulic Modeling and Study* to the Village. They have been working on the document for the past year or so, Mayor Hatheway reported. He has been reviewing the document.

8. PLANNING BOARD POSITION:

Mayor Hatheway informed the Board that a letter of resignation from the Planning Board has been received from Claren Kruppner. He cited his absence for the winter months as his decision to resign. However, Claren would be interested in serving as an alternate member to the planning board when he is available, and when another member can not attend. The goal would be to have that accomplished by the first of April.

As for the vacancy on the Board, Mayor Hatheway put forth the name of James T. Kernan to fill that position. Mr. Kernan is an assistant professor at the College in the field of geography and currently Chair of the Department. He previously had undergraduate studies in planning. Following discussion, Deputy Mayor Brennan moved to approve the appointment of James T. Kernan to the open position on the Planning Board recently vacated by Claren Kruppner whose term expires this coming April. Trustee Gajewski seconded the motion and all were in favor.

9. GENESEO BUILDING PROJECT:

Mayor Hatheway stated that the project is essentially finished and will come in at around \$400,000 total. Some allowances were not necessary and the total project is approximately \$36,000 under budget.

10. ASSOCIATION MEETING:

The next meeting is scheduled for February 19<sup>th</sup> in Lima.

11. MISCELLANEOUS CORRESPONDENCE:

Unfortunately the Transportation Enhancement Grant will not be forthcoming for the sidewalk project on Route 20A. Notification was received from the NYS Dept. of Transportation that the project was not chosen for this year's round of funding. The TEP program will not be continued by the DOT, but there is another program called TAP, Transportation Alternatives Program. The program announcement and details for applications will happen in early 2014 according to the letter.

Trustee Gajewski will be attending the 1<sup>st</sup> Annual Genesee River Basin Summit on February 6<sup>th</sup> at the Roger Robach Community Center at Ontario Beach Park.

Mayor Hatheway received a letter from Home Serve offering an insurance policy on water and sewer lines for property owners. Village residents may be solicited for the coverage as well.

A letter was received from Supt. Tim Hayes at Geneseo Central School regarding the formation of a Transportation Task Force to determine the long-term transportation plans for the District. Mayor

Hatheway will copy Chief Osganian and Supt. Frazier. The letter invites potential partnership arrangements around transportation.

The Board discussed the new sign at the Central School location.

#### 12. PUBLIC SAFETY:

Personnel Proposal: Chief Osganian sent a memo to the Board asking to fill the full-time position recently vacated by Jason Yasso with current part-time officer Christopher Matteson. Chris has been with the department since 2010 and is eligible for full-time status as far as Civil Service is concerned. Following discussion, Deputy Mayor Brennan moved to appoint Christopher M. Matteson to a full-time position with the Geneseo Police Department effective January 28, 2014. Trustee Wilcox seconded the motion and all were in favor.

Chief Osganian is in the process of looking for a replacement for the part-time position.

Deputy Mayor Brennan highlighted Chief Osganian's report and is glad to see that folks driving without a driver's license are being taken off the road. The Department continues to do a good job.

Clerk/Treasurer Merrick compiled a list of contributions that had been made to the K-9 fund for the care and supervision of Rosko. Deputy Mayor Brennan moved that one contributor, who had donated a month before notification was received that Rosko would be retiring, be refunded her donation of \$100. The motion was seconded by Trustee Wilcox and all were in favor. Another check that came in at the same time Rosko's retirement was announced had previously been returned to the individual. The balance of the contributions have been accounted for and used for expenses.

The annual Fire Department Banquet will be held February 15<sup>th</sup> at the Big Tree Inn.

#### 13. PUBLIC WORKS:

DPW: Jason has reported that he is running out of salt again, the crew continues to pick up Christmas trees through February 3, and Charlie Parent has been preparing the basement windows for painting and measuring and preparing to put storm windows on the front office windows, which were not replaced. A few minor water leaks have been discovered and they will be worked on in February.

Water/Sewer: Supt. McTarnaghan is out on medical leave and Dan Quinlan and the crew finished reading meters for the billing quarter. The roily water issue at the Temple Hill Bed & Breakfast appears to be an internal problem, not involving the Village. The year-end DEC reports for the wastewater treatment plant have been completed and a new computer has been installed at the water treatment plant. There was a fire hydrant damaged on Reservoir Road as a result of a vehicle accident. Repairs for that will be billed to the insured. There is a small water leak between Cavalry and Main that will be replaced this month or next month. Also the water meter near the Armory is scheduled for replacement.

The water/sewer treatment plant operator/trainee candidate recommended for hire at the January 6<sup>th</sup> meeting has declined the position. The position remains open at this time.

#### 14. TRUSTEES:

Deputy Mayor Brennan: no further report.

Trustee Duff: Margaret mentioned two training sessions that are available.

Trustee Gajewski: nothing further.

Trustee Wilcox: Bob reported that the Tourism Committee would like to send a representative to an upcoming Board meeting to discuss budget needs for 2014-15. The Board decided that February 24<sup>th</sup> would be a good time and Bob will let them know.

Bob reported that the Healthy Campus Community Coalition continues to push ahead on the award program discussed before. Awards might begin in March. It is a really positive way to highlight

students that are doing the right thing. The committee met today and decided to push to get more of the liquor vendors involved in the coalition including the bar owners.

15. CLERK/TREASURER:

The budget schedule for 2014-2015 will start early in February, Mayor Hatheway stated. The debt service recommendations have been received from Donegan’s office. The tentative budget will be presented to the Board of Trustees on March 17<sup>th</sup>. Trustee Wilcox stated that a consideration of board member salaries should be discussed. Budget Officer Mayor Hatheway took that under advisement.

Village Clerk/Treasurer Merrick celebrated her 18<sup>th</sup> anniversary in that position on January 22 and presented a list of Village projects 1996 to present. There are 39 projects listed that required outside assistance in terms of professional assistance such as attorneys, planners and engineering firms. The list was quite impressive and included facility upgrades for both the water and wastewater plants, infrastructure improvements (several), park expansions, new buildings (DPW) and building additions (Firehouse), updates on the zoning code and master plan and new legislation requiring outside consultants.

Trustee Wilcox left the meeting.

Clerk/Treasurer Merrick distributed the December financial report.

Budget transfers: Following consideration by the Board, Deputy Mayor Brennan moved to approve the following transfers with second from Trustee Gajewski. All were in favor.

<u>&gt;From General Fund Account</u>	<u>To Account</u>	<u>Amount</u>
A9015.8 PD Retirement	A1320.4 Audit Services	\$1320
A1990.4 Contingent	A1440.4 Engineering Services	\$5000
A9015.8 PD Retirement	A1910.4 Insurance	\$1829
“	A3120.22 PD Uniforms & Equip.	\$862
A5182.4 Street Lighting	A5410.4 Sidewalks Contractual	\$3943
A4540.461 Ambulance Administratn.	A1325.1 Clerks Personal Service	\$8000
A1325.45 Clerk/Treas. Payroll Process	A1325.44 Clerk/Treas. Seminars	\$364
“	A1325.47 Clerk/Treas. Misc.	\$229
A1620.22 Building Projects	A1620.1 Building Pers. Service	\$1000
A1990.4 Contingent	A1950.4 Taxes (Wolf & Shaheen)	\$13000
A9015.8 PD Retirement	A3120.23 PD Computers Etc.	\$251
“	A3120.41 PD Vehicle Repairs	\$4398
A3410.46 FD Miscellaneous	A3410.45 FD Physicals	\$225
A5182.4 Street Lighting	A8560.4 Shade Trees	\$1950
A9015.8 PD Retirement	A9010.8 ERS Retirement	\$2667
“	A3120.24 PD Misc. Equipment	\$1980
“	A3120.48 PD Misc. Supplies & Cont.	\$1295
A4540.41 Ambulance Communicatns.	A4540.46 Ambulance Misc.	\$982
A7310.4 Youth Programs	A5142.4 Snow Contractual	\$648
<u>&gt;From Water Fund Account</u>	<u>To Account</u>	
<u>Amount</u>		
F9010.8 ERS Retirement	F1320.4 Audit Services	\$1320
F1420.4 Law Contractual	F1910.4 Insurance	\$846
F1990.4 Contingent	F8340.4 Trans/Dist. Contractual	\$5000
F8340.22 Trans/Dist. Projects	F878 Line Reserve	\$45000

<u>&gt;From Sewer Fund Account</u>	<u>To Account</u>	<u>Amount</u>
G9010.8 ERS Retirement	G1320.4 Audit Services	\$1310
G1420.4 Law Contractual	G1910.4 Insurance	\$1492
G8120.21 Sewer Equipment	G8130.20R	\$18720
G1990.4 Contingent	“	\$10000
G8130.4 STP Contractual	“	\$3217
“	G8130.21 STP Equipment	\$259
G8120.22 Sewer Projects	G889 Sewer Line Reserve	\$40000

Following review by Trustee Wilcox, voucher numbers 661-765 (for general, water, and sewer funds) were presented for approval. After discussion, Trustee Gajewski moved and Deputy Mayor Brennan seconded the motion to approve general fund vouchers for \$96,902.80. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Gajewski moved and Deputy Mayor Brennan seconded the motion to approve water fund vouchers for \$27,155.02. 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 \$24,960.44. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Gajewski moved and Trustee Duff seconded the motion to approve a HR18-Water Improvement Project voucher for \$7,377.70. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Gajewski moved and Trustee Duff seconded the motion to approve HR12-Geneseo Building Project vouchers for \$27,491.39. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

After discussion, Trustee Gajewski moved and Trustee Duff seconded the motion to approve Community Development vouchers for \$51,636.25. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

**16. OLD/NEW BUSINESS:**

Mayor Hatheway mentioned that there have been some Geneseo Building issues with regard to the cleaning service and other housekeeping items and a meeting has been scheduled for January 30. Deputy Mayor Brennan stated that she might attend that meeting as well.

The Board discussed the possibility of scheduling a meeting in April with the Town to talk about shared services.

**17. 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 7:10PM.

Marsha B. Merrick, Village Clerk