

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

March 3, 2014

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer

ALSO PRESENT:

Lauren Pszonak (Genesee Sun)      Zoey Finn & Mary Auld (Lamron)

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:00PM. The minutes of the February 24, 2014 meeting were reviewed. Trustee Duff moved to approve the minutes as presented with second from Trustee Wilcox. The vote was as follows: Trustee Duff-Aye, Trustee Wilcox-Aye, Mayor Hatheway-Aye, and Deputy Mayor Brennan-Abstain.

2. COLLEGE-VILLAGE MEETING RECAP:

Dick said the meeting went well; several College administrators provided updates that were taking place within their areas. One good piece of news was that position searches have been occurring, including thirteen new faculty members in various programs. The GREAT (Genesee Recognizing Excellence, Achievement & Talent) DAY is scheduled for April 8. VP Milroy mentioned that the College and Village will need to figure out some fair means of calculating the sewer bill for the new buildings that are using recycled water for flushing, not Village water.

3. DOTY HALL OPENING:

Deputy Mayor Brennan attended the grand opening on Saturday. The event was well attended by both community and college personnel and included State representation by Senator Cathy Young. Sandy offered some brief remarks, and gave credit to Mayor Hatheway for preserving the east facing view of the building that shows off the lovely Village Park. Interim SUNY Genesee President Carol Long thanked Deputy Mayor Brennan and the Village for all of the efforts put forth in the community.

Trustee Duff also attended the event and took the tour as she attended Genesee Central School in the Doty Building. Wayne Mahood, Professor Emeritus of History, moderated a panel that included former GCS students about their memories of the building. Margaret McCaughey, GCS class of 1938, was in attendance.

All in all, the events were well planned and it was an excellent time for the College to show off the renovated building that is such a significant part of the Village's landscape.

4. PERSONNEL MANUAL:

The Board discussed the Employee Reference Manual that has been in place since 2007 and revised in June 2012. The manual contains all of the policies in place, but could use some synchronization. There might be a need for some professional counsel to synchronize the policies and make sure all of the bases are covered. The Village insurance carrier, NYMIR, could be a place to start or the payroll processing provider, CPP, which has an HR (Human Resources) component. For the first step, Trustees Duff and Wilcox agreed to look the current policy over to see where it stands.

## 5. MISCELLANEOUS ITEMS:

The Landmark Society sent a supply of informational brochures about their services and support to the nine Western New York counties. The benefits of preservation, preservation ordinances, and how LCWNY can help municipalities make the most of their existing building stock and historic character are topics covered. More information can be gleaned at [www.landmarksociety.org](http://www.landmarksociety.org).

The topic of employee incentives recently came up during discussions with the different employee groups. One incentive for Village employees (not including any elected officials) that live within the Village limits might be to offer free sewer service, Mayor Hatheway suggested. Personnel Attorney Lippitt was consulted and one suggestion he had was to make sure the benefit applied to the employee's primary residence. The Board was in favor of such an incentive program and Mayor Hatheway will check further into implementation.

## 6. BILL DAVIS-MAIN STREET PROJECT:

Bill first spoke about the planning grant received from EFC to assess the wastewater treatment plant as far as modifications that will be necessary to comply with new regulations. Along with that, MRB would like to televise some of the sewer lines using the Village's share of the 80/20 grant. MRB obtained two quotes for the televising work. The low bid was with Sewer Specialty Services Company in Leicester. They have done work for the Village in the past. As it turns out, the requirement to use a minority or woman owned business for this portion of the work doesn't come into play because the total amount granted by EFC was under \$25,000. The Sewer Specialty Service proposal includes sanitary sewer televising of 8"-12" sanitary pipe with a two man crew at \$310 per hour for a total of twenty hours. They anticipate working two ten hour days to complete the work. The total cost will be \$6,200. The televising of the lines will provide a means of assessing their quality, and also identify places where infiltration is taking place. Deputy Mayor Brennan moved to accept the proposal and to authorize the Mayor to sign the document. Trustee Wilcox seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The next step in the process will be to submit all of the resolutions that were approved by the Board and the two proposals for the work to be done to EFC for their approval.

As for the Main Street project, Bill distributed the MRB proposal for the engineering services. The proposal outlines the project and gives some background information as to why the work is necessary. Approximately 2,000 feet of road length is involved including replacement of the underground utilities and the rehabilitation of the road surface. There was discussion about the replacement of the road surface especially in light of the harsh winter and the potholes that have surfaced on various streets. Bill suggested taking some core samples of the subsurface of the street before the design work begins. There was also discussion of placing stamped concrete crosswalks around the fountain as the work progresses. The construction schedule was discussed in terms of the Farmer's Market during the summer months next year when construction will take place.

The fee for the basic engineering services, including the preliminary design is proposed at \$31,100. The fee for permitting/agency approvals is \$5,000, final design \$16,100, bidding \$5,000, and then construction administration at \$26,000. Therefore, the total base engineering compensation amounts to \$83,200. The estimated fee for construction observation (including a full time observer 40 hours per week for 8 weeks and eighty part time inspection hours during final completion) amounts to \$32,000. The total estimated compensation to MRB, according to the proposal, is \$115,200. GIS mapping is included for this project into the map that has already been prepared, Bill added. DOT requirements don't seem to be onerous at this time, Bill stated, as he has talked with the Department of Transportation briefly about the work that is necessary at the Main Street/South Street intersection.

Following further review by the Board, Trustee Wilcox moved to approve the proposal for professional services from MRB Group Engineers for the Main Street North Rehabilitation Project and

to authorize Mayor Hatheway to sign the proposal. Deputy Mayor Brennan seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

With regard to the hydraulic study of the water system, Bill stated that he has the document on his desk for final editing and will be sending it down shortly.

#### 7. PUBLIC SAFETY:

Chief Osganian's report was distributed to the Board members. The officers remain busy and committed to public safety efforts.

Trustee Wilcox moved to approve the following new members to the Fire Department: Amy Liang, Sarah Nowak, Kimberly Giacolone, and Karina Tsareva. Deputy Mayor Brennan seconded the motion and all were in favor. Trustee Wilcox moved to accept the following departures from the department: Michael Creamer, Ben Lieberman, Vinh Nguyen, Michael Skroupa and Raul Santiago. Trustee Duff seconded the motion and all were in favor.

#### 8. PUBLIC WORKS:

Supt. Frazier let Trustee Duff know that the crew has been servicing equipment and a police car when they are not dealing with the winter weather. They have also been cleaning and sprucing up the buildings at Highland Park and cleaning the upstairs of the Geneseo Building. All crew members are hopeful that spring is around the corner!

With regard to Highland Park, Deputy Mayor Brennan mentioned perhaps having an opening celebration of the recent expansion and new amenities this year as a formal celebration has not taken place since the improvements were made. Sandy will work with Liz Porter to put together an event. The Board also discussed compiling a list of trees and other items that might be donated and dedicated to the park by the public.

Supt. McTarnaghan will be out for a few weeks with back surgery; the new water/wastewater employee will be starting the week of March 17<sup>th</sup>.

#### 9. TRUSTEES:

Deputy Mayor Brennan: Sandy brought the Board up to date on information from the Code Enforcement staff. They have been meeting and discussing projects on a case by case basis. Several updates were discussed and Sandy feels the bi-monthly meetings are very beneficial.

Trustee Duff: nothing further.

Trustee Wilcox: nothing further.

#### 10. CLERK/TREASURER:

The January treasurer's report was distributed to the Board members. Clerk/Treasurer Merrick has completed the form for the tax cap and the 2% number is actually 1.48% amounting to only about \$26,400 in additional taxing ability over last year's levy. The rule is that the levy is 2% or the rate of inflation, *whichever is lower*.

#### 11. 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 Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion passed and the meeting adjourned at 7:00PM.

Marsha B. Merrick, Village Clerk