

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

August 18, 2014

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer  
Steve Zabrocki, First Asst. Fire Chief

ALSO PRESENT:

Conrad Baker, Genesee Sun

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5:30PM. The minutes of the August 4, 2014 meeting were reviewed. Trustee Wilcox moved to approve the minutes as presented with second from Trustee Duff. The vote was as follows: Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

2. AMBULANCE PURCHASE & PROCUREMENT POLICY:

Chief Manzo emailed information to the Board members about purchasing a new ambulance through the North Central EMS Cooperative. The Genesee Fire Department recently joined the Cooperative in order to take advantage of their consortium pricing on various items. In the email to the Board explaining the purchase, Chief Manzo wrote: *The process for purchasing high dollar items like an ambulance requires a bid process. Unfortunately, previous bid processes for ambulances and fire trucks alike have been somewhat difficult as only one reseller is allowed to sell a particular manufacturer in our local area. Since we do extensive research prior to purchase, we usually have a manufacturer in mind when writing the specs. Therefore, the bid process becomes difficult for vendors of different manufacturers. For this upcoming purchase, we have decided that a Road Rescue ambulance would be the best product for our agency. Fortunately, Road Rescue is the manufacturer that was previously awarded a bid by a COOP that we recently joined (<http://www.ncemsc.org/>). After multiple emails with the State purchasing folks, we came to the conclusion that we can piggy back on their previously awarded bid after meeting a couple requirements. The Village procurement policy needs to include piggy backing as an option to buy with. Secondly, the Board must agree that the COOP followed a bid process similar to the process we would normally follow and that is required by New York State. Overall, we believe the COOP bid price will be about \$20K cheaper than if we proceeded with our own bid. Also, the total price of the ambulance, which a different manufacturer, end up being about \$30K less than our previously purchased ambulance in 2012. However, the current pricing is only in effect until August 31 when a new bid price will be released. The estimate is that it will increase from \$5,000-\$7,000. I am confident that we have performed a thorough assessment of available products and the Road Rescue will be the best for us at this time.*

First Assistant Chief Zabrocki was on hand to answer any questions the Board had.

Deputy Mayor Brennan entered the meeting.

Mayor Hatheway stated that based on the literature they sent, the Cooperative went through an extensive bidding process, more stringent than requirements in New York State. In terms of the Village of Genesee

Procurement Policy, two sections need to be changed. One does not affect this purchase, and the other does. Clerk Merrick has been in contact with the State Comptroller's Office, seeking advice regarding our current Procurement Policy. One suggestion forthcoming was that the Board should update the limits on purchase contracts and contracts for public works to reflect changes in the State's thresholds. Accordingly Trustee Duff moved to amend the Village of Geneseo's Procurement Policy so that it is consistent with General Municipal Law: *items not subject to competitive bidding are purchase contracts under \$20,000 and public works contracts under \$35,000.* The motion was seconded by Trustee Wilcox. This motion amends the Village's current wording of \$10,000 and \$20,000, and would bring our policy in line with State law. The vote was as follows: Trustee Duff-Aye, Trustee Wilcox-Aye, Mayor Hatheway-Aye, and Deputy Mayor Brennan-Abstain.

The Comptroller's Office also recommended that the Village should take advantage of "piggybacking" on certain contracts such as through other governments or through Cooperative Purchasing agreements as long as they are consistent with General Municipal Law. Trustee Duff thus moved to amend the Village's Procurement Policy by adding the following wording to section one: *"and goods purchased through cooperatives in accordance with the prerequisites in General Municipal Law"*. Trustee Wilcox seconded the motion and the vote was as follows: Trustee Duff-Aye, Trustee Wilcox-Aye, Mayor Hatheway-Aye, and Deputy Mayor Brennan-Abstain.

Following discussion, a motion was made by Trustee Wilcox to approve having Fire Department Officers research the possibility of procuring an ambulance through the North Central EMS Cooperative and give the Fire Department permission to proceed with the paperwork. Trustee Duff seconded the motion. Discussion followed. The most recent ambulance purchased was in 2012 at a cost of \$192,000. The ambulance the Department is currently considering is an up-grade of the 2012 model (hopefully a 2015 model), yet should cost between \$165,000 and \$172,000, Steve stated. This method of purchasing through the COOP is very cost effective. It was also reiterated that the bidding requirements, as forwarded by the COOP, meet or exceed those of NYS, so we are well within the Comptroller's regulations. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion carried and Steve thanked the Board on behalf of the Fire Department.

### 3. COUNTY PROPOSAL:

County Administrator Ian Coyle called Mayor Hatheway last week to discuss the possibility of a connecting street/road from Millennium Drive to Veteran Drive. This possibility has been in the discussion stage for some years, but with greater use of the former Skilled Nursing Facility by other agencies, motorists trying to exit Millennium to turn east onto Route 20A have experienced great difficulty. An extension of Millennium would allow this traffic to exit to Veteran, and then Volunteer to make use of the traffic signal at the intersection of Volunteer/Genesee Valley Plaza/20A. Greg O'Connell has purchased the Medical Center Building and is amenable to the concept of allowing some of his land to be used for this project. The County would build the road to Village specifications and then the Village would take dedication of the thoroughfare. Mayor Hatheway discussed the possibility with Street Supt. Frazier who said he could foresee no problem with dedication. Mr. Coyle indicated that it would be a win-win proposition for everyone involved with very little cost to the Village other than perhaps the crew helping with the project. The idea was put before the County Public Service Committee and gained their approval. The Village Board was supportive and looks forward to seeing the project come to fruition.

### 4. TRAINING OPPORTUNITIES:

- ✓ Chamber of Commerce – The Chamber is sponsoring a Glenn Sheppard seminar. Glenn Shepard is a best selling author and speaker. The seminar is entitled, “How to Supervise People and Lead a Team” based on one of his books. Mayor Hatheway invited all of the department managers to join him for the half day seminar at GCC in Batavia on September 10<sup>th</sup>. Supts. Frazier and McTarnaghan, Clerk Merrick and Chief Osganian will be attending along with Mayor Hatheway.
- ✓ NYMIR – The Village’s Insurance carrier is sponsoring a couple of training sessions entitled “Drive to Survive”. One session is aimed at DPW workers and one is for law enforcement. They will be held in Belmont, New York in September.
- ✓ NYCOM – the annual Fall Training School will be held September 15-18 in Lake Placid, New York. Deputy Clerk/Treasurer Aprile Mack plans to attend this year. The school, open to city and village officials, focuses on municipal law, government operations, employee relations and local finance.

5. REQUESTS:

- ❖ Giuliano – Mr. Giuliano, proprietor of Miceli’s Deli, 82 Main Street, has applied for a wine and beer liquor license and requests that the Village Board of Trustees waive the 30-day notification period in order to expedite the licensing process. The Board was supportive and a letter will be sent to Robert Heil, Liquor License Consultant in Hamburg, NY.
- ❖ GUFUCU – A letter was received from Genesee Valley Federal Credit Union requesting use of the Village Park next July 1 for a concert. The Credit Union is sponsoring the 198<sup>th</sup> Army Band to perform that evening from 6-8PM. An alternative date would be June 30, 2015. The Board was supportive.
- ❖ ARC – A noise permit request was received from the ARC of Livingston-Wyoming Counties for live music at St. Mary’s Church at 4 Avon Road on September 13, 2014 between 10:30AM and 12:30PM. The music will be in conjunction with the Ramon Rocha 5K Run/Walk being held that day. The Board was supportive.

6. GENESEEO MERCHANTS PLANS:

The Wine Stroll held on August 8<sup>th</sup> was a success and the group is now planning the Autumnfest for September 20. They have also distributed a flyer that encourages donations for holiday decorating of Main Street. They will be purchasing commercial grade pre-lit garland and red velvet bows to wrap around the new light poles along Main Street. It was noted that the Village will be purchasing two pre-lit garlands to go across Main Street. Donations of any amount are appreciated and if anyone wants to sponsor a light pole, the cost would be \$300. There is a meeting scheduled for tomorrow and Deputy Mayor Brennan hopes to attend.

7. WATERSHED COUNCIL:

Mayor Hatheway plans to attend the next meeting of the Council on Friday, August 22. Notification has been received that the 2015 budget for the Village will decrease slightly. The proposed budget includes the Village’s share of the Inspection Program of \$18,601 and \$4,968.52 for the Watershed Manager services. The total of \$23,569.52 is down from \$24,349.60 paid this year.

8. MISCELLANEOUS CORRESPONDENCE:

There will be a ribbon cutting ceremony at the renovated Bailey Hall on Campus on September 12 at 2:45PM.

An invitation came from the Valley Oak Event Center to encourage groups to plan their holiday parties at the Center.

There has been nothing further on the Wadsworth Street event that was to take place on September first.

9. PUBLIC SAFETY:

Chief Osganian forwarded his vacation schedule to the Board members. He has planned coverage for all the days he will be away from the office.

The Fire Department, according to 1<sup>st</sup> Asst. Chief Zabrocki, has been muddling through the summer with fewer volunteers for ambulance duties. The ranks will increase now that the College is going to be back in session. It was noted that one of the FD members offers free rent over the summer for college kids that want to stay and volunteer with the department.

10. PUBLIC WORKS:

Trustee Duff moved to adopt the following resolution: RESOLVED that the Board of Trustees of the Village of Geneseo hereby authorizes the expenditure of up to \$50,000 for the purchase of equipment. Such expenditure will be from the General Fund Equipment Reserve. Deputy Mayor Brennan seconded the motion. The original amount requested from reserve funds was not adequate, so this additional resolution is necessary. When items are taken to auction, the check automatically goes into reserve and then a resolution must be adopted in order to use those reserve funds. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye. The motion carried.

Mayor Hatheway spoke with MRB's Bill Davis about the work being done at the Wastewater Treatment Plant on the digester. The digester cover boxes have been repaired and now they are waiting for the contractor to work on the gas line. The original schedule of having the situation fixed before the students return will not be met unfortunately.

DPW crews are working on sidewalks and the walkway on the south side of the Geneseo Building is nearing completion. The area has been dressed up nicely. Crosswalks are being painted on streets that were recently sealed. A Chestnut Street resident is very pleased that a crosswalk area was painted at the entrance/exit to the municipal lot.

11. TRUSTEE REPORTS:

Deputy Mayor Brennan: Sandy plans to meet with the Code Office staff on an upcoming Thursday.

Trustee Duff: Margaret reported that she was asked about a sidewalk being constructed to Wegman's and she assured them that the project was still "on the burner". Another question was about the National Guard activity in the Village and Margaret passed on what Trustee Gajewski found out about the community being notified when they plan "maneuvers". Also a new faculty member on Campus would like to be on an upcoming agenda to plan a community exercise for her students.

Trustee Wilcox: Bob reported that the RA event was very successful. 120 resident advisors took part in an event focused on familiarizing them with Main Street and the surrounding area. Owners and managers of the various restaurant establishments attended and served food samples.

The Tourism Committee continues to work on compiling information about what they do so that the Town and Village can decide whether they will still be an ad-hoc committee or rather a board. This is due to insurance concerns about the various committees that fall under the auspices of the two municipalities.

The Committee also plans to meet with the Town Board on September 11 as they prepare their 2015 budget. The Tourism Committee would like a budget increase of \$500 to perhaps pay a stipend to a student or community member who could start a promotion of Geneseo as a good place to retire. The Committee wishes to “get ahead of the curve” on that up and coming concept to draw folks to the community.

12. CLERK/TREASURER’S REPORT:

Clerk Merrick distributed the May Treasurer’s Report and stated that she is working on filing the Annual Report with the Comptroller that is due by August 31.

Following review by Deputy Mayor Brennan, voucher numbers 142-237 (for general, water, and sewer funds) were presented for approval. After discussion, Deputy Mayor Brennan moved and Trustee Wilcox seconded the motion to approve general fund vouchers for \$139,633.21. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Deputy Mayor Brennan moved and Trustee Duff seconded the motion to approve water fund vouchers for \$49,578.79. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion, Deputy Mayor Brennan moved and Trustee Wilcox seconded the motion to approve sewer fund vouchers for \$36,900.49. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

After discussion Trustee Wilcox moved to approve an HR12-Geneseo Building project voucher in the amount of \$753.00. Deputy Mayor Brennan seconded the motion and all were in favor.

After discussion Trustee Duff moved to approve an HR19-Main Street Project voucher in the amount of \$4,976.00. Trustee Wilcox seconded the motion and all were in favor.

Utility Billing Clerk Mack asked the Board to consider removing penalty charges from a water/sewer account. The request came from a billing service that handles a large apartment complex in the Village. They indicated a computer error on their part caused the payment to be late. The charge amounts to \$626.74. Following discussion, the Board was not in favor of removing that penalty charge. Clerk Mack will respond to the billing service.

13. OLD/NEW BUSINESS:

Deputy Mayor Brennan reported that Planning Board Secretary Mack is researching online codes to find one that addresses the code office complaint follow-up procedure. The quest is for the Code Office to be more pro-active in their approach to property maintenance and other issues.

14. ADJOURN:

With no further business to discuss, Trustee Wilcox moved to adjourn the meeting. Trustee Duff seconded the motion and all were in favor. The motion passed and the meeting closed at 6:47PM.

Marsha B. Merrick, Village Clerk