

VILLAGE OF GENESEO  
BOARD OF TRUSTEES

April 4, 2016

PRESENT:

Richard B. Hatheway, Mayor  
Sandra F. Brennan, Deputy Mayor  
Matthew P. Cook, Trustee Elect  
Margaret Duff, Trustee  
Mary V. Rutigliano, Trustee Elect

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

ALSO PRESENT:

Laura Wrubel	Paula McClure	Nia Cook	Tina Cook	Faith Cook
George Cook	Matt Leader	Abbie Ainslie	Courtney Owens	
Michael Venturino	Samuel Larkin	Sean Perry	Rocco J. Dragani	
Eddie Lee	Sarah Simon	Matt McClure	Glenn McClure	
Anthony Rutigliano	John A. Rutigliano	John J. Rutigliano	Francesca McClure	
Raphael Rutigliano	Scott Hicks	Tom Wilson	Conrad Baker	

1. MEETING OPENED:

Mayor Hatheway called the meeting to order at 5PM. The first order of business was to welcome and swear in the new Board members, Matthew Cook and Mary Rutigliano. Clerk/Treasurer Marsha Merrick swore in the new members and they signed the official Oath of Office.

The March 22, 2016 minutes were tabled until Deputy Mayor Brennan arrived later in the meeting.

2. ORGANIZATIONAL MEETING ITEMS:

A. Mayor Hatheway re-appointed Trustee Brennan as Deputy Mayor; committee assignments: Trustee Rutigliano liaison to the Police Department; Trustee Cook liaison to the water/wastewater department; Trustee Duff liaison to the Department of Public Works; Deputy Mayor Brennan liaison to the Fire Department. The committee assignments are subject to change.

B. Mayor Hatheway did not yet submit the nomination of a Planning Board member to replace Matthew Griffo whose term has expired.

C. Mayor Hatheway submitted the name of Carolyn Meisel to be re-appointed for another five-year term (expiring in 2021) on the Zoning Board of Appeals. Trustee Duff moved approval and Trustee Cook seconded the motion. It passed unanimously. Carolyn currently serves as the Chairperson of the ZBA.

D. Mayor Hatheway suggested adopting Robert's Rules of Order to conduct Village Board meetings. Trustee Duff so moved with second from Trustee Rutigliano 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 Duff so moved with second from Trustee Rutigliano and the motion carried unanimously. Mayor Hatheway suggested scheduling the next Village organizational meeting on Monday, April 3, 2017. Trustee Duff so moved with second from Trustee Rutigliano. The motion carried unanimously.

F. Trustee Duff moved to adopt the following procedure for calling a special meeting of the Board of Trustees: *A special meeting of the Board of Trustees of the Village of Geneseo may be called by the Mayor or in his/her absence, the Deputy Mayor upon notice to the entire Board. The Trustees will be notified in person, or via telephone, text message or email at least 24 hours in advance of the meeting unless an emergency requires the meeting to be held on less than 24-hours' notice. The news media will likewise be notified, and a written notice will be posted on the Geneseo Building bulletin board.* Trustee Cook seconded the motion and all were in favor.

G. Mayor Hatheway asked the Board to consider continuing with *Livingston County News* as the official newspaper. Trustee Duff so moved with second from Trustee Cook and the motion carried unanimously.

H. Mayor Hatheway suggested that the standard workday for Village employees would be eight hours, for retirement reporting purposes. Trustee Rutigliano so moved with second from Trustee Cook. The motion carried unanimously.

I. Trustee Cook 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 and it carried unanimously.

J. Trustee Rutigliano moved and Trustee Cook 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 (currently 54 cents/mile).

Section 2. This resolution shall take effect immediately.  
The motion passed unanimously.

K. Trustee Rutigliano moved to designate the following banks as depositories for the Village: Key Bank N.A., Community Bank N.A., Five Star Bank, Tompkins Bank of Castile and Steuben Trust Company. Trustee Cook seconded the motion. The motion passed unanimously.

L. Trustee Duff moved and Trustee Cook 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 motion passed unanimously.

M. Trustee Duff moved that the expenses of Village administration, Village Clerk's office and one MEO/Mechanic position in the DPW be allocated by the formula 1/3 from the General Fund; 1/3 from the Water Fund; and 1/3 from the Sewer Fund. Trustee Cook seconded. The motion carried unanimously.

N. Trustee Rutigliano moved to allocate the Village Street Superintendent's salary using the formula 60% from the General Fund; 20% from the Water Fund; and 20% from the Sewer Fund. Trustee Cook seconded the motion and it passed unanimously.

The Board reviewed the procurement policy.

The Board reviewed the revised Investment Policy recently drafted by Clerk/Treasurer Merrick using a format supplied by the Office of the State Comptroller. Trustee Duff moved to adopt by resolution *a comprehensive investment policy which details the local government's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Village of Geneseo*. Trustee Cook seconded the motion and the vote was as follows: Trustee Cook-Aye, Trustee Duff-Aye, Trustee Rutigliano-Aye and Mayor Hatheway-Aye. The motion carried.

Mayor Hatheway distributed the Village of Geneseo Code of Ethics, Conflicts of Interest and Rules of Conduct as adopted by the Village Board of Trustees February 8, 1971 and amended during codification.

### 3. CERTIFIED ELECTION RESULTS:

The March 15, 2016 certified election results were received from the Livingston County Board of Elections. Certificates were presented to the newly elected Board members and to Justice Janson.

4. ALUMNI RELATIONS REQUEST:

Ronna Bosko, SUNY Director of Alumni Relations and Tracy Gagnier, Assistant Director of Alumni Relations sent final plans to Mayor Hatheway and the Board of Trustees for their event on June 4. The Board reviewed the placement of tents and other items on Center Street. The plans were forwarded to the Code Office as well as Chief Chanler and DPW Supt. Frazier. Trustee Duff had a couple of questions about placement and allowing for emergency equipment access in case of an emergency. Trustee Cook asked about placement of items near fire hydrants. Chief Chanler stated that all would be reviewed before final placement takes place. The Board was in favor of the general plans and understands that organizers will be in contact with the Village departments to insure a smooth running event.

5. KIWANIS REQUEST:

Kiwanis Vice President John Gillette wrote asking permission for Kiwanis to plant a tree and place a bench in the Village Park to serve as a memorial to former Village Trustee Peter Bondi, who did so much for the Village and was so active in the Kiwanis Club. The Board expressed its wholehearted support of this gesture; Supt. Frazier will be asked to supervise the placement of the memorials.

6. CONCERT SERIES:

Geneseo Productions has contacted the Village Board seeking support of the Concert Series beginning Friday, June 17<sup>th</sup> in the Village Park. The Board had previously approved use of the park for this purpose and will continue to financially support the series as in the past.

Deputy Mayor Brennan entered the meeting.

7. HEALTHY CAMPUS COMMUNITY COALITION REVIEW:

Mayor Hatheway thanked all of the Board members and staff who had an opportunity to meet with Evaluation Scientist Linda Langford with regard to review of the Coalition. Linda was able to visit with forty people including a good cross section of the community as well as current and former members.

8. TERESA HOUSE PLANS:

Mayor Hatheway and Supt. Frazier met with a Teresa House Board Member Monday afternoon. For explanation purposes, Teresa House is a comfort care facility located in a Village-owned house leased for a dollar a year. Because the house is owned by the Village, when facility improvements are proposed, the Teresa House Board of Directors approaches the Village Trustees to seek their approval. There has been a problem with water dripping from the gutters onto the deck and rotting it. They would like to change the downspouts and make a direct connection to a storm sewer line to alleviate that issue, along with replacing the rotten portion of the deck. They would also like to replace a heavy overhead garage door on an outbuilding with a swinging door that is easier to maneuver. The Board was supportive; Jason will oversee final improvements.

9. COLLEGE-VILLAGE COMPACT REVIEW:

Mayor Hatheway and Chief Osganian have been working with the SUNY Chief of Police Kilcullen and SUNY Asst. Dean of Students for Fraternal Life and Off-Campus Services Wendi Kinney on an updated

College-Village Compact. They met with Dr. Bonfiglio last week as well. The updated document is almost ready for Board and College review.

10. HEARINGS:

- RG&E Proposal: The Public Service Commission is proposing to close local RG&E walk-in offices in Geneseo, Belmont and Mechanicville. That is the last vestige of any hometown office for that purpose. The hearing is scheduled for Wednesday, April 20 at the North Dansville Town Hall.
- Town ZBA: Notification has been received that the Town will hold a public hearing on April 26 with regard to a sign variance request for Aldi's Food Stores at 4650 Morgan View Road.
- Code Officer Ron Maxwell indicated that the Statesman Restaurant, located on Court Street, made some interior alterations that were undertaken without Code Office involvement, Mayor Hatheway stated. Those issues have now been rectified and everything is currently up to Code. Establishment owner Rocco Dragani said he disagreed with first half of the Mayor's statements but did state that everything has been taken care of.

11. ASSOCIATION OF VILLAGE BOARDS:

An increase in dues to the Association has been voted on and adopted. Dues for 2016-17 will be \$500 as opposed to \$450 paid this year. Geneseo will be hosting the meeting scheduled for June 15.

12. MISCELLANEOUS CORRESPONDENCE:

The Board reviewed a resolution needed for the grant application to USDA to share a main street manager project with Mt. Morris and Perry. Trustee Duff moved to adopt the following resolution to provide a portion of the local matching funds needed to fund a Main Street Manager program that will serve the Villages of Geneseo, Mount Morris and Perry:

**WHEREAS**, the Village of Perry has proposed to serve as the Lead Agency for obtaining a Rural Business Development Grant through the USDA Rural Development agency to fund a Main Street Manager Program to facilitate business development and job creation within the three municipalities; and

**WHEREAS**, the Rural Business Development Grant Program requires local matching funds equal to 25 percent of the cost of the program to be funded; and

**WHEREAS**, a total of \$15,000 is needed from the three villages for the local match; and

**WHEREAS**, the Main Street Manager Program will be designed and operated in a manner that will serve all three villages in like manner

**NOW THEREFORE BE IT RESOLVED**, that the Village Board of the Village of Geneseo does hereby commit to providing \$5,000 as it share of the local match for the Main Street Manager Program. Deputy Mayor Brennan seconded the motion to adopt the resolution and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Cook-Aye, Trustee Duff-Aye, Trustee Rutigliano-Aye, and Mayor Hatheway-Aye.

Mayor Hatheway stated that the Village is working with the County to construct a road that connects Veteran Drive to Millennium Drive. During that process the Village crew has installed a water line in the right of way to solve some water quality issues. The Village Planning Board also insisted on sidewalks and streetlights along the extension. The streetlights will belong to the Village with National Grid being the purveyor of the electricity to those lights. Therefore, Deputy Mayor Brennan moved to adopt the following resolution

**RESOLVED:** Niagara Mohawk Power Corporation is hereby authorized and directed to do the following work in the Village of Geneseo, Street Light Account No. 82870-47007: attach to and supply electric

service to the Village of Geneseo installed and owned street lighting system along Millennium Drive. The street lighting system will consist of (7) LED Fixtures, 84 watts served via underground distribution, which are owned and maintained by the Village of Geneseo (S.C. 3 energy only account). An invoice for the connection fee of \$139.03 will be rendered. Trustee Cook seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Cook-Aye, Trustee Duff-Aye, Trustee Rutigliano-Aye, and Mayor Hatheway-Aye.

13. LOCAL LAW #1, 2016:

Trustee Duff moved to adopt Local Law #1, 2016 authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c. Deputy Mayor Brennan seconded the motion. Trustee Cook asked what the second option would be if the tax cap was not overridden, and Mayor Hatheway responded that the option would be to decrease staff, which would result in decreased services. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Cook-Aye, Trustee Duff-Aye, Trustee Rutigliano-Aye, and Mayor Hatheway-Aye. The motion carried.

14. PUBLIC SAFETY:

Chief Osganian has sent his monthly report to the Board members and keeps them apprised of weekly activity via email.

Chief Chanler will attend the next Board meeting with the 2015-16 report as the new fire department year begins on April 1 in accordance with Village Law.

Deputy Mayor Brennan moved to approve the following additions to the Fire Department membership roster: Sean Ledwith, Lorenzo Rodriguez, Miguel Savinon, Mina Abdelmalik, Mika Naor and Hanna Scalzetti. Trustee Duff seconded the motion and all were in favor.

Trustee Duff moved to accept the following resignations from the Fire Department: Si Ying Li, Ryan Moynihan and Sarah Nowak. Deputy Mayor Brennan seconded the motion and all were in favor.

15. PUBLIC WORKS:

Trustee Duff reported the following for Supt. Frazier:

- Resolution of street lights to be used on Millennium Dr. We will be installing (7) LED Village owned fixtures on Village owned poles. National Grid will be charging us appropriately for the LED fixture usage.
- Crews are cleaning up at Highland Park and Log Cabin Park.
- Crews repaired some curb areas in the Church Street island.
- Floors have been stripped and sealed in the Depot and DPW complex.
- Equipment has been serviced during the slow winter.
- Crew repaired a water leak on Second Street near the new valve we installed just off South Street.
- Picking up brush in the snow.

Water/Sewer activity included the crews removing another pump from the wastewater plant to be rebuilt, more spring cleanup, started reading water meters for the May billing and repaired the permanganate pump at the water plant.

Operator McTarnaghan and Mayor Hatheway met last Thursday with MRB Group Engineers and DEC representatives about future plans for potential changes in DEC requirements in order for the Village to continue discharging wastewater into the Genesee River. The SPEDES permit is for a five year period of and is up for renewal in June. The local DEC (State) is under the broader scope of the Environmental Protection Agency in Washington. The Genesee River sub basin is also part of the Greater Lakes sub basin. DEC has not

stated yet whether further treatment of the wastewater (i.e. phosphorous removal, perhaps additional disinfection) will be required. A study was completed last year to determine what facility improvements would be necessary should there be additional requirements imposed. There are grants available through the state for an upgrade with zero percent financing because the Village qualifies for hardship funding; however, the principal payments still need to be made regardless of no interest charges. In addition, DEC itself also has funding for projects, which contribute 85% toward construction costs, while the Village would be responsible for 15% of construction costs and all soft costs. MRB engineer Bill Davis will explain these options in greater detail to the Board. These improvements to the wastewater plant would be on the order of \$4 million. In the past a STP was not subjected to phosphorus treatment if it was under a one million gallon/day plant. The Village facility handles just under that capacity. However, new regulations apply to STPs that have a capacity for 1MGD, regardless of the actual volume treated. The Geneseo facility might now be targeted because of the point source pollution from the 8-10 wastewater treatment plants along the Genesee River; Geneseo's might have made it to the top of the list as one of the larger ones. Opportunities for funding and low interest loans might make it easier to afford this major project, Mayor Hatheway concluded.

16. MINUTES:

The minutes of the March 22, 2016 regular meeting were reviewed. Trustee Duff moved approval of the minutes as presented with second from Deputy Mayor Brennan. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, and Mayor Hatheway-Aye.

17. TRUSTEE REPORTS:

Deputy Mayor Brennan: Sandy mentioned the nice note received from former Trustee Ben Gajewski. Ben expressed his thanks for the tree donated in his honor and for the time spent together on the Board.

Deputy Mayor Brennan left the meeting.

Trustee Cook: Matthew mentioned the Regional Local Government training opportunity and the International Town/Gown Association Conference hosted by Loyola in Chicago and the City of Chicago from June 5-8. Mayor Hatheway had looked into that event as well.

Trustee Duff: Margaret mentioned that Clerk Lund had forwarded her a list of parking complaints that have come through the front office. She would like the topic on the May 2 agenda to discuss further. Prior to that Margaret plans to group the items together and get them to the Board.

Trustee Rutigliano: Mary would like to highlight the things that the Police have been doing in light of her new responsibility as liaison to that department. The PD has been participating in the Distracted Driver Enforcement campaign. Recent statistics were given as far as enforcement in different areas. Chief Osganian will be sending a letter to Senator Gallivan to assist with funding for police cameras. GPD is the only local police agency in the County with dash cams to film traffic stops. It was noted that there is an Albany-based movement to introduce legislation banning texting and other distracted walking practices in crosswalks.

18. CLERK/TREASURER'S REPORT:

Clerk Merrick brought the Board up to speed on her efforts to cull Village records before her retirement in three years. Box by box and file drawer by file drawer, using the State Archives Records Retention Schedule, paper is being diminished and organized in her office and in the vault. She began with that work in 1990, then became Records Management Officer and has continued with that quest all through her 25 years with the Village. Hopefully everything will be in order, indexed and easy to find when she departs in the fall of 2019.

19. ADJOURN:

With no further business to discuss, Trustee Rutigliano moved to adjourn the meeting with second from Trustee Cook. The motion carried and the meeting adjourned at 6:24PM.

Marsha B. Merrick, Village Clerk