

VILLAGE OF GENESEO
BOARD OF TRUSTEES

December 21, 2015

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer

ALSO PRESENT:

Betty Smith and Linda Cannon from Thorn Apple

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 3PM. The minutes of the December 7, 2015 regular meeting were reviewed. Trustee Gajewski 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 Wilcox-Aye, and Mayor Hatheway-Aye.

2. THORN APPLE COMMUNITY REPRESENTATIVES:

Residents were informed that in order to accommodate their concerns about the poor visibility at the intersection, the Thorn Apple street sign was to be moved to the opposite corner, atop the stop sign. The original sign post is to remain as well. The representatives thanked the Board for their attention to the matter.

3. MAIN STREET CLOSEOUT:

MRB's Bill Davis sent a letter to Nardozzi Construction regarding the project closeout. Bill stated that due to significant cost savings the Village will be overseeing the final milling, paving, concrete crosswalks and pavement markings, thereby removing those items from the original contract. Change Order #4 was submitted for that purpose, in addition to adjusting the original July 2016 final completion date.

Also enclosed with the letter was a close-out project checklist containing a list of the standard documents required in order to complete the process.

Additionally, and as a result of discussions between the Village and the Contractor on November 5, an offer was submitted to Nardozzi to deduct an amount of \$21,307.20 from the contract to compensate the Village for a portion of their expenses due to the project delays. This amount, representing the Construction Observation and Administration expenditures from September 29 to October 31, 2015, is intended to reimburse the Village for additional expenses resulting from final project completion delays. This amount is considerably less than the amount of \$73,200 which could be assessed as liquidated damages in accordance with the Contract agreement. The letter states: *If the above noted deduction is not agreeable, the Village reserves the right to assess the full value of liquidated damages and pursue additional costs, as we have previously explained, that have been realized by the Village on this project.*

Mayor Hatheway summarized by stating that the offer is now in writing and we'll see where it goes from here.

4. RECENT AUDITS COMPLETED:

Clerk/Treasurer Merrick again enlisted the help of Sue Richardson to perform the annual audit of the Village records and the Village Court records as prescribed by the Comptroller's Office. She performed that service on December 10, 2015.

- Village: Records were reviewed and a checklist provided by the Comptroller's Office was completed. Ms. Richardson's letter states: *On December 10, 2015 I performed a cursory review of the financial records for the Village of Geneseo. I also selected random monthly bank statements and reviewed for reconciled amounts and outstanding checks. I found everything to be in order and complete. A checklist was provided, completed and is on file with the Village Clerk.*
- Village Court: Records were reviewed and a checklist provided by the Comptroller's Office was completed. Ms. Richardson's letter states: *On December 10, 2015, I reviewed the court records for both the Village and Town of Geneseo. I was provided with all the monthly reports and bank statements for all four justices. I also completed random monthly samples for transactions within each of the justice's accounts and found everything in order. The checklist provided was completed and given to the Village Clerk for filing. The recordkeeping of the Court Clerk, Jane Dulmage, was complete and well organized making it easy for me to complete the necessary worksheet.* Complying with instruction from the NY Unified Court System, Deputy Mayor Brennan moved to adopt the following resolution: BE IT RESOLVED, that the Village Court records provided by the Village Court Clerk Jane Dulmage were examined by Sue Richardson, an auditor appointed by the Village Board, and found them to be in compliance with General Recordkeeping Requirements for Town and Village Justice Courts for the Village fiscal year June 1, 2014 through May 31, 2015. BE IT FURTHER RESOLVED, that the findings will be sent to the New York State Unified Court System to comply with section 2019-a of the Uniform Justice Court Act. Trustee Wilcox seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

5. ENVIRONMENTAL FACILITIES CORPORATION NOTIFICATION:

BPD Municipal Finance's Jason Schwartz stopped in the office to inform Clerk/Treasurer Merrick that the Village's \$4 million application for funding assistance for a WWTP upgrade has been approved for funding by Environmental Facilities Corporation (EFC). The *2016 Final CWSRF (Clean Water State Revolving Fund) Intended Use Plan Annual Project Priority List* included C8-6456-02-00 Geneseo, Village of, Design and construction of improvements to a sewage treatment plant to improve water quality in the Genesee River. The estimated amount of the project is \$4,000,000. Projects were scored on several criteria to determine whether or not they qualify for EFC funding subsidy. The Village's project scored a 54, while the cutoff score was at 43.

An advantage the Village has is that the median income for households in the Village is \$35,833, well under the statewide limit of \$58,003. That translates into the Village being eligible for zero % financing. Mayor Hatheway cautioned, however, that even at zero percent financing, a \$4 million project spread over 30 years still amounts to \$133,000 per year in debt service payments; that would be in addition to the current debt service payments for the upgrade in 2005 and the infrastructure project in 2012.

The deadline is March 1 for the municipality to submit a financing plan to EFC, which must include a bond resolution and SEQR for the project. That might not be possible to finalize in eight weeks or so. If we choose to decline the offer this year, the project still remains on the list, but might not score as well next year.

Elements of the project include phosphorus removal involving another process and a new building. Supt. McTarnaghan is a bit skeptical about the placement of the building in relationship to the digesters. In any event, Mayor Hatheway plans to meet with MRB's Bill Davis on Wednesday and the EFC IUP will be a topic of conversation. The Village has been ahead of the curve as far as wastewater treatment upgrades and discharges into the Genesee River; that is a good thing, other nearby communities have not fared as well. The NYS Dept. of Environmental Conservation is the agency that regulates wastewater treatment.

6. SOCIAL HOST REACTIONS:

It was noted that there has been significant pushback on the Social Host law recently enacted. The Police have issued only two citations so far this fall, but concern about the law has been expressed by some members of the college.

7. WATERSHED COUNCIL:

Mayor Hatheway attended a meeting last week at which the annual report card was given. It continues to be a good, impressive program under the direction of the County Planning and Health Departments.

8. MRB SEMINAR:

Mayor Hatheway attended a seminar on Asset Management hosted by MRB last week in Victor. The roundtable discussion focused on long range planning. To a certain extent, we already engage in long range planning across the DPW, water, sewer and public safety departments, but not to the quantifiable extent proposed in Asset Management. The seminar was useful and well attended. Trustee Wilcox suggested looking at software designed for that purpose.

9. MISCELLANEOUS CORRESPONDENCE:

Supt. McTarnaghan was the subject of a complimentary article in *Treatment Plant Operator* magazine (December 2015 edition). The title of the four-page article is *A Career Discovered*. MRB's Ryan Colvin brought the article to Mayor Hatheway's attention who then congratulated Steve on being highlighted in the publication.

A letter has been sent to the Village's parking ticket provider Complus to purge tickets older than five years from the system. Old tickets can always be paid, but bills will no longer be mailed out for those tickets dated earlier than January 1, 2011.

Deputy Mayor Brennan and Chief Osganian met with meter attendant Easton to discuss her progress in the job so far. The Board is pleased with her work and looks forward to her continued success.

The quest for future candidates for the planning and zoning boards continues to be explored. Names were suggested and a list will be kept of future possibilities.

A letter went out to Mark Scoville congratulating him on successfully finishing his New York Main Street Grant project. \$50,000 was awarded from the Livingston County Development Corporation for partial reimbursement of the cost of improvements to 93 Main Street, the Mama Mia's building.

10. PUBLIC SAFETY:

Suffice it to say that with the recent uptick in activity, the Police Chief is somewhat frustrated.

Two members of the FD testified in front of the grand jury last Wednesday regarding the recent theft of an ambulance while responding to a call on campus. Appropriate procedures have since been reviewed. Fortunately there was no damage to the rig, which was found promptly following the theft.

Trustee Gajewski reported from Chief Chanler that there are 46 trainees on the roster right now. They are trying to move folks into position and into service.

11. PUBLIC WORKS:

The following items were reported by Trustee Wilcox for Supt. Frazier:

1. Our Salt supply is holding up well so far, haha
2. Crew has started installing the new water line on the new Millennium Drive extension project.
3. We had a water break on Second St, repaired with no problems.
4. Most of crew has been using up their Vacation time this month.

Trustee Gajewski mentioned that there was some talk about the one hour parking spots in the municipal lot that should perhaps be two-hour spots. Deputy Mayor Brennan supports making the free spots in the back lot be two-hour spots and the Board will look into that further.

12. TRUSTEE REPORTS:

Deputy Mayor Brennan & Trustee Gajewski: Nothing further.

Trustee Wilcox: Bob reported that the Tourism Committee had a surprise gift for Arleen Somerville who is stepping down as co-chair. A reception was held for her last Friday complete with her name being displayed on the marquee at the Riviera Theater and the lights being turned on in her honor.

13. CLERK/TREASURER’S REPORT:

Clerk Merrick distributed the November Treasurer’s report to the Board. Budget numbers look good for six months into the fiscal year. Discussion followed with regard to ways of reporting the budget year to date progress and allowing for large expenses that occur at the end of the fiscal year.

The following budget transfers were reviewed by the Board.

From	To	Amount
GENERAL FUND		
A1620.4 Geneseo Building Contractual	A1620.21 Gen. Bldg. Equipment (Chairs)	\$255
Reimburse expense from Program	A7310.4 Youth Programs	\$15,240
Engineering fees to be reimbursed	A1440.4 Engineering fees	\$491
A3120.42 Police Gas & Oil	A3120.41 PD Vehicle maintenance	\$3,000
WATER FUND		
F1325.47 Clerk/Treasurer miscellaneous	F1325.48 Clerk/Treas. Copier fees	\$120
SEWER FUND		
None		

Trustee Gajewski moved approval of the transfers with second from Deputy Mayor Brennan. All were in favor.

Following review by Trustee Gajewski, the Board reviewed abstract 007 of fiscal year 2015-16. Trustee Gajewski moved and Deputy Mayor Brennan seconded the motion to approve payment for voucher #509 through #600 in the following amounts:

General Fund voucher #509-600	\$ 75,426.74
Water Fund voucher #515-#596	\$ 42,253.31
Sewer Fund voucher #515-#598	\$ 28,579.13
HR18-Water Improvement Project voucher #059	\$ 712.50
HR19-Main Street Project #036-#038*	<u>\$ 14,989.38</u>
Total	\$ 161,961.06

*Vouchers were reviewed and approved for payment by MRB Group prior to submittal. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Gajewski-Aye, Trustee Wilcox-Aye, and Mayor Hatheway-Aye.

14. ADJOURN:

With no further business to discuss, Trustee Wilcox moved to adjourn the meeting with second from Deputy Mayor Brennan. The motion carried and the meeting adjourned at 4:42PM.

Marsha B. Merrick, Village Clerk