

VILLAGE OF GENESEO
BOARD OF TRUSTEES

March 21, 2016

PRESENT:

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

Marsha B. Merrick, Village Clerk/Treasurer
David Woods, Planning Board Chair
Mary V. Rutigliano, Trustee elect
Matthew P. Cook, Trustee elect
Eric Osganian, Police Chief
Stephen McTarnaghan, Water/Wastewater
Jason Frazier, Street Supt.

ALSO PRESENT:

Conrad Baker & Sarah Simon-Genesee Sun

Matt Leader-Livingston County News

1. MEETING OPENED:

Mayor Hatheway opened the meeting at 5PM. He noted that former Village employee John Farmer passed away this past week. The Board expressed their condolences.

The minutes of the March 7, 2016 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 Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

2. 2016-17 TENTATIVE BUDGET:

The budget committee (Mayor Hatheway, as Budget Officer, Deputy Mayor Brennan, Clerk/Treasurer Merrick, Police Chief Osganian, Fire Chief Chanler, Street Supt. Frazier and Water/Wastewater Supt. McTarnaghan) has met and proposed the budget that is now being presented to the Board. Mayor Hatheway stated that it has not been an easy chore this year. The first payment will be due for the Main Street project, amounting to approximately \$94,000 of new expense to the General Fund. Some items had to be cut from the "wish lists" from the individual departments such as a new police officer and a supervisory position, both eliminated. Funding was included, however, for 1/6 of a position for a School Resource Officer at the Central School (The School District will be responsible for the other 5/6). Other requests from the department managers were mostly flat.

With that large payment for the Main Street project and other expenses associated with negotiated wage increases and increases in health care costs, the only way to balance the General Fund budget is to exceed the tax cap. The standard "2% cap" is actually 0.12% for this fiscal year, netting only an additional \$11,000 to cover increased expenses. Mayor Hatheway is proposing setting a public hearing date for a local law to exceed the tax cap in order to pay the expenses in the General Fund, the only fund dependent upon property taxes. Water and Sewer funds are funded with "user fees" and are not under the tax cap restrictions. Mayor Hatheway proposes exceeding the tax cap by 2%, raising the tax rate from \$6.91 per \$1,000 of assessed valuation to \$7.05. By using that rate, the amount to be raised by taxes increases about \$50,000 opposed to the \$11,000 if staying within the cap. This is not an easy decision, but the reality of our fiscal situation mandates that we need to take this action in order to pay down the debt resulting from the Main Street capital project, he stated.

The tentative budget includes a reduction in remuneration for the Mayor and Board members, back to the rate they were paid from 2006-2014. While it is somewhat of a token gesture (\$300 for each member), it indicates the seriousness of the situation and the willingness on the Board's part to do their share.

Mayor Hatheway went through the budget and indicated major highlights. Most of the lines showed a 0% change from last year. Changes include:

- Removed \$20,000 out of projects for the Geneseo Building. There is still money in reserve but more money is not slated to be added to the reserve in 2016-17.
- A slight savings on insurance premiums will be realized over what was budgeted this year.
- More money was spent in the Police Personal Service (salary) line in 2015-2016 due to a retirement payout this year and an officer on medical leave for six months resulting in increased overtime for staffing.
- Police equipment reserve; the last car cost \$32,000; that line has been increased from \$25,000 to cover future vehicle replacement.
- On street parking increase is due to more time allocated for that position. The extra for miscellaneous and contractual expense in parking is for parking ticket processing. As more tickets are written, costs do go up as well.
- Fire department lines are essentially flat.
- Control of dogs has been taken over by Livingston County Dog Control resulting in a \$1,000 savings.
- Ambulance expenses have been decreased considerably due to fewer runs and reduced revenue received. Expenses equal revenue in that department so those lines were reduced.
- Street department wages line shows an increase mostly due to many wage lines being rebalanced as to where the work is actually performed. Some lines stay the same, some increase, and a few decrease. The number of employees has not changed.
- Miscellaneous and contractual for snow removal shows a bit of a reduction as our salt supply is on hand following this mild winter.
- Sidewalk expense lines are for repair of sidewalks.
- Other Economic Development has gone up \$1,000 (\$4000 to \$5000) to cover a possible partnership with Mt. Morris and Perry for a Main Street manager to be split between the three communities that serve as a gateway to Letchworth Park.
- Culture and recreation (parks) is staying the same.
- Youth Programs has been increased to show the actual cost to run the summer recreation program through the YMCA. The cost is budgeted to be the same as last year, but the expense line and revenue line have been adjusted to better reflect actual costs. The Towns of Geneseo and Groveland contribute to that program for their youth in the Central School District.
- The shared Town/Village Historian, who has his office in the Geneseo Building, now has Internet and phone expenses shared with the town.
- Celebrations line has been reduced as holiday decorations are currently in pretty good shape.
- Home and Community Services show flat budgets.
- Storm Sewers and Shade Trees: storm sewers show that shifting in wage lines explained above and shade trees expenses are for replacing and trimming Village owned trees mostly in street boulevards.

- Code enforcement costs have been separated with an increased line to pay for a rental housing inspector /building fire inspector. Those services will no longer be handled through the shared Code Enforcement Office with the Town.
- Retirement expenses (for the Village contribution toward those benefit programs) are projected but this year should be more accurate based on wages. (The State has changed their procedure for projecting those expenses.)
- Debt Service lines are for serial bonds, bond anticipation notes and installment purchase debt. Existing serial bonds are for financing the DPW building and the firehouse addition in 2004, and the Highland Park Improvement Project and Infrastructure Improvement Project in 2012. The Bond Anticipation Note lines indicate where the new payments are for the Main Street project. Installment Purchase Debt is for the diesel exhaust system at the firehouse and for new air packs for the firefighters.
- Overall expenses are down 5.31% mostly due to the large decrease in ambulance costs to match revenue.

On the revenue side of things, or money coming in, the Real Property Tax line shows the effect of the 2% tax rate increase, actually raising the tax levy by 3.09%. In looking at some other lines, the changes are as follows:

- Payments in Lieu of Taxes and Interest and Penalties on tax payments show a decrease. The PILOT payment is for the Hampton Inn and is set by the Industrial Development Office at the County. Interest and penalties shows a decreased based on past collections.
- The budget projections include flat Sales Tax revenue, as well as Utility Gross Receipts. Cable Franchise fees are down and other lines show insignificant numbers next except for ambulance fees \$500,000 down to \$300,000.
- Intergovernmental Charges (fire protection contract with the Town of Geneseo) have been the same for 5-6 years and Youth Recreation fees paid by Geneseo and Groveland better reflect program results.
- Interest and earnings on bank balances is down understandably.
- Budgeting for licenses and permits is based on income from prior years.
- A significant increase has been included for Fines and Forfeitures for cases adjudicated through the court system as well as parking fines. That is up a bit this year and that number perhaps is a little ambitious but projections for this year indicate that it might not be too far off.
- Sale of Property: this line is for DPW equipment sent to auction on an annual basis. Revenue is placed in reserve and then new equipment is purchased from that fund.
- Refunds of Prior Years Expenditures: includes the capitalization refund from the New York Municipal Insurance Reciprocal.
- State Revenue Sharing and Mortgage Tax revenue is projected to stay the same. The CHIPS revenue is for the Consolidated Highway Improvement Program funded by the State. The Village is slated to receive approximately \$65,000 on an annual basis. Funds can be *rolled over* to pay for a larger project. That is what occurred in 2015-16 for the Main Street project. This year's funding will be used to repave Main Street.
- Transfers from Other Funds: comes from the water and sewer funds to pay for expenses associated with the Geneseo Building and to pay for debt on the DPW building.
- Appropriated Fund Balance is the amount needed to balance revenues and expenditures. In essence it is using \$25,000 from funds on hand to balance the budget. When the first budget was drafted, that number

was \$160,000. The difference had to be made up in a few adjustments throughout the budget and the increasing the tax rate 2% rather than keeping it flat.

The Water Fund budget is printed on green paper. The budget includes a proposed ten cent increase in the water rate per 100 cubic feet. For residents with a minimum bill each quarter, it would mean an extra dollar per quarter or four dollars per year. The water fund is reasonably healthy at this point in time, but there are major projects on the horizon including water line replacements needed along South, Second and Oak Streets. Increasing the rates will allow for putting more money aside for those projects. Supt. McTarnaghan has proposed keeping the water fund expenses flat. A large increase is shown in the Purification Projects line for rebuilding the wall in the raw water well. Debt service is money owed for the water portion of the Infrastructure Improvement Project of 2012 and the BAN lines are for the Main Street Project. For the most part, however, things have been paid for as we move forward. The recent water tank project is paying back as there is less water being produced. Throughout the water fund budget, personnel lines were adjusted somewhat. Expenditures for the Watershed inspector and employee benefits are pretty much consistent. Transfer to other funds shows the money to go back to the General Fund. The budget is \$1.3 million for expenses and \$1.3 million for revenue mostly for selling water. All of the entities partaking of Village water pay the same rate, Village residents, SUNY Geneseo, and the Towns of York and Geneseo. The proposed water fund budget is balanced without taking any money from fund balance.

As for the Sewer Fund on yellow paper, there is a slight decrease in Board salaries; other expenditure lines show either flat or with a slight increase. Fiscal agent fees are fees paid to Environmental Facilities Corporation (State agency) handling sewer debt. Future plans for the wastewater treatment plant are somewhat unknown at this point. The State Pollution Discharge Permit (governed by the NYS Department of Environmental Conservation allowing the discharge of wastewater into the Genesee River) is up for renewal this year. If regulations are changed to require phosphorus removal from the wastewater, it could be costly in terms of treatment requirements. But overall, the sewer fund is healthy. Debt service includes the EFC funded plant upgrade in 2005 and a portion of the Infrastructure Improvement Project. Transfers to other funds include \$42,000 to the General Fund as explained before. Revenues include no change in sewer rates. The College is billed annually (not through the quarterly utility billing program) with a more complex formula. Last year the amount was increased slightly due to ongoing projects. A lower amount has been projected for 2016-17.

If the three funds are added together, it amounts to a roughly \$5.4 million budget. Following tonight's presentation to the Board of Trustees, the next step is to set a public hearing to override the tax cap. Following that, the budget public hearing can be held and the budget can be adopted two weeks after that. The budget must be adopted before May 1. 2016-17 marks the first year exceeding the tax cap has been considered, Mayor Hatheway stated.

Trustee Duff thanked Mayor Hatheway and all of the department managers for putting together the budget which comprises a lot of work. Mayor Hatheway stated that it was intense but there was some humor in there too. They were good meetings and good exchanges. The experience of the staff is reflected in this, Trustee Duff added.

Deputy Mayor Brennan moved to schedule a public hearing for a Local Law *authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c* for April 4th at 5:15PM. Trustee Duff seconded the motion and the vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye. The public hearing for the budget was set for April 4th beginning at 5:30PM.

3. YORK WATER PROJECT:

A letter was received from Clark Patterson Lee regarding the Town of York 2016 Water System Improvements. They are planning to install 26,000 linear feet of water main along portions of Federal Road, Linwood Road, Stewart Road, Linwood Road North and Craig Road to service existing residential homes in the area as well as property owned by Noblehurst Farms. Work includes pressure reducing valves on existing water main, pump station(s) on the existing system and a 500,000 gallon aboveground water storage tank. The project is categorized as a Type 1 Action according to the SEQR process and a full coordinated review is necessary. Part 1 of the Environmental Assessment Form was sent along with the letter. The Town concluded that it should be designated as the lead agency for the coordinated review and notice was sent to all involved/interested agencies as part of that process. The Village's role as an *Involved Agency* was to either consent or not consent to the Town of York serving as Lead Agency in the SEQR application. Trustee Gajewski moved that the Village Board consents with the Town of York's proposal to serve as lead agency, with second from Trustee Duff. All were in favor. Mayor Hatheway will sign the Lead Agency Intent Consent Form and return it to Clark Patterson Lee.

4. WATER & WASTEWATER ISSUES:

Mayor Hatheway reported that he has been asked to meet with the Towns of Avon and Geneseo to look at the potential of regionalization and connection of water resources. The purpose is to explore the possibility of interconnecting water systems. The group will include the mayors and supervisors of Avon and Geneseo along with two water treatment plant operators, plus a couple people from MRB. The meeting will be held in early April.

With regard to the Wastewater Treatment Plant, it seems that a sample was taken on a snow day and couldn't be mailed in time. As a result, a reading was skewed and failed. The proper paperwork has been completed to rectify the situation.

5. REQUESTS:

- ✓ Noise permits: Application has been made for a concert on Saturday, April 2 from 4-8PM at 54 North Street. The Board was supportive as long as the neighbors are notified and as long as all other Village regulations are adhered to.
- ✓ May 7th: Strollin for the Colon event in the Village Park. Organizers plan two hours of live band music. The Board had previously given permission to hold the event in the Village Park and now they are applying for a noise permit. The Board was supportive.
- ✓ Alzheimer's Association: Letter requesting use the Village Park on October 15th from 7AM to 1PM for the annual Geneseo Walk to End Alzheimer's. There will also be some use on Friday afternoon prior for set up. The Board was supportive.
- ✓ Oak Tree Race: Genesee Valley Conservancy Executive Director and Event Coordinator Ben Gajewski requested permission to hold the annual event Sunday, September 4th from 7:50AM until ~9AM with the temporary closure of Village Streets. The Board was supportive and coordination will take place with GPD and GFD as well as other local public safety agencies.
- ✓ Geneseo Farmer's Market: Treasurer of the Farmer's Market Ben Gajewski has asked to hold the market on Thursdays from June 23 through October 20. Closure of Center Street will be from 2PM to 7PM as they have done in the past. The parking meters in the area would be covered beginning at noon. The actual market time is 3-6:30PM. The Board was supportive.

- ✓ Livingston County Planning Board: Notification came from Planning Director Angela Ellis stating that the Chairman of the County Board of Supervisors was now authorized to sign agreements with towns and villages exempting referral of certain local zoning and subdivision applications from County Planning Board review. There are several actions to be excepted from referral and review as noted in the agreement. Following review by the Board and Planning Board Chair David Woods, Deputy Mayor Brennan moved to approve the agreement between the Village and the Livingston County Planning Board and to authorize Mayor Hatheway to sign the agreement. The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye and Mayor Hatheway-Aye.

6. INVESTMENT POLICY REVISION:

Clerk/Treasurer Merrick has been working on a revised Investment Policy for the Village. Using a sample provided by the Office of the State Comptroller, she has written a new/updated version for the Village to consider at the next meeting. Copies were provided for the Board.

7. UPCOMING MEETINGS:

Notification has been received that the Public Service Commission will be holding Public Statement Hearings regarding proposed increases to delivery rates for New York State Electric & Gas Corporation and Rochester Gas & Electric. The closest hearing to our area will be held March 30 in Rochester.

The annual Local Government Conference sponsored by Southern Tier West will be held in Houghton on May 11.

The 2016 Regional Local Government Workshop (Spring session) will be held at the Burgundy Basin Inn in Pittsford on May 19.

8. CORRESPONDENCE:

Due to the recent water main installation on Millennium Drive Extension, an easement will be necessary because part of the line is actually on private property belonging to Greg O'Connell. Chair Woods wondered if that easement would be included in the most recent subdivision plat. Hopefully it will be and not necessitate another revision. Following review by the Board, Deputy Mayor Brennan moved to approve the easement across the stretch of land owned by Greg O'Connell as stipulated in the legal description for the Millennium Drive Extension water main. Also the easement should be included on the subdivision plat before final signatures are obtained. Trustee Duff seconded the motion and all were in favor.

Senator Gallivan has written a letter in support of a new hangar at the Warplane Museum.

With regard to a Village ordinance allowing games of chance and raffles, Clerk Merrick provided a 2008 report of racing and wagering similar to those that will need to be provided when the Village allows that activity. Mayor Hatheway stated that he hasn't followed through as yet with that issue.

9. PUBLIC SAFETY:

Chief Osganian reported that there has been a reduction in the number of incidences this past week. Officers DiPasquale and Swanson spent some time on foot patrol. The Board thanked the PD for all the good work they do.

Trustee Gajewski reported that Fire Chief Chanler is out of town but will be attending the April 4th public hearing to answer any budget questions that might arise. The Fire Department annual meeting and election of officers is scheduled for April 5th. Chief Chanler will attend the April 18th Village Board meeting to

deliver the annual report and to inform the Board of the new slate of officers. Applications are being taken for the “live-in” program whereby students would spend the summer with another FD member and thus be able to serve during the time College is not in session. That might help with the staffing hardships the Department has been facing. There was good FD attendance at the hockey game this past Saturday and a fair amount of members are making the trek to Lake Placid for the finals.

10. PUBLIC WORKS:

Supt. Frazier reported that his office has been unavailable for the past few days because the crew has been waxing floors in the Depot and other buildings and servicing equipment in the shop. The Millennium Drive water main is 100% completed. The project is now at a standstill until the County builds the road. Jason was able to get the County bid for asphalt and the price is down 13%. The hope is to get the Main Street project on the slate as early as possible and perhaps get a discount. The trick is to schedule the milling first and then get in line for the paving portion of the work. All together the job will take about a week to accomplish. The next brush pickup is April 4.

Trustee Duff gave Supt. McTarnaghan’s report: crews have been replacing meters and repaired a water service at Livingston Lanes. They are also working on spring yard work at the two facilities. With regard to news reports of lead in the water around the country, Steve stated that the Village started testing for lead in 1993. Research was done to identify homes built in certain timeframes with lead services or lead in the solder used in the piping. After that, sampling was done and the Village failed. In 1995 when the water filtration plant was built, the Village added a chemical to the water to coat the insides of lead pipes or other pipes with lead solder to prevent the lead from leaching into the drinking water. Since then lead has not been a problem, though it continues to be tested for. Results of the tests over the years can be found in the *Annual Drinking Water Quality Report* published each May. On the issue of lead, the Village has been very pro-active and has been in compliance since 1995.

Joseph Bucci Jr. (American Rock Salt) stopped by the office and requested some of the back issues of the Water Quality Report that were not online. The amount of chloride in drinking water is being studied. The likely source of contamination is *naturally occurring or indicative of road salt contamination*.

11. TRUSTEE REPORTS:

Deputy Mayor Brennan: Sandy missed the last merchant’s association meeting but is planning to go to the next one. Liz Porter would like contact with them to put together a list of things coming up. She is taking it upon herself to add information to their data base.

Along those lines, Sandy held up the recently produced “2016 rack card” from the Tourism Committee. The card has a lot of useful information and has a widely used list of businesses and events coming up through the year.

Trustee Duff: Discussion of the individual meetings with a SUNY appointed Evaluation Scientist regarding the Healthy Campus Community Coalition took place. Meetings with Dr. Linda Langford will take place on Thursday, March 24th.

Trustee Gajewski: Ben reported that the schedule for the SUNY Geneseo preview days is out and students and their families will be in town on March 24, 29, 31, and April 4, 7, 11.

Trustee Gajewski, serving at his last board meeting, stated that he was very humbled to be chosen by the public to serve the Village. He thanked the staff and stated that there is great collaboration between the departments and everyone who works for the Village. He added that it is great to see how efficient the local

government is run and the many contributions from volunteers as well. He is comforted knowing the operations are in very good hands. The Board members thanked him for his service and wished him well as he journeys on.

12. CLERK/TREASURER’S REPORT:

Clerk Merrick distributed the third quarter financials through February 2016.

The following budget transfers were reviewed by the Board. Deputy Mayor Brennan moved approval of the transfers with second from Trustee Duff. All were in favor.

From	To	Amount
GENERAL FUND		
A1010.4 Board of Trustees Contractual	A1210.4 Mayor Cont.	\$160
A1325.46 Clerk/Treas. Supplies	A1325.47 Clerk/Treas. Misc.	\$250
A1620.4 Bldgs. Contractual	A1640.4 Central garage Cont.	\$2,716
A3120.42 PD Gas & Oil	A3120.48 PD Misc. Supplies	\$168
A3320.2 Parking Equipment	A3320.4 Parking Contractual	\$855
A9015.8 PD Retirement	“	\$4,145
A4540.41 Ambulance Communications	A4540.46 Amb. Misc.	\$1,000
A1320.4 Audit Services	A8020.4 Planning Misc.	\$225
A9785.6 Inst. Purchase Principal	A9785.7 Inst. Purchase Interest	\$2,454
WATER FUND		
F8310.1 Water Admin. Pers. Serv.	F8340.1 Trans. & Dist. Pers. Serv.	\$10,000
F8320.4 Source of Supply Cont.	F8340.4 Trans. & Dist. Contract.	\$10,000
SEWER FUND		
G1325.46 Clerk/Treas. Supplies	G1325.47 Clerk/Treas. Misc.	\$200
G8130.4 Water Contractual	G8110.4 Sewer Admin. Cont.	\$1,000

Following review by Deputy Mayor Brennan, the Board reviewed abstract 010 of fiscal year 2015-16. Deputy Mayor Brennan moved and Trustee Duff seconded the motion to approve payment for voucher #765 through #850 in the following amounts:

General Fund voucher #765-850	\$ 94,988.18
Water Fund voucher #772-#847	\$ 43,057.51
Sewer Fund voucher #766-#848	\$ 13,712.63
HR19-Main Street Project voucher #042	\$ <u>208.50</u>
Total	\$ 151,966.82

The vote was as follows: Deputy Mayor Brennan-Aye, Trustee Duff-Aye, Trustee Gajewski-Aye, and Mayor Hatheway-Aye.

13. ADJOURN:

With no further business to discuss, Trustee Gajewski moved to adjourn the meeting with second from Deputy Mayor Brennan. The motion carried and the meeting adjourned at 6:55PM.

Marsha B. Merrick, Village Clerk