

VILLAGE OF GENESEO BOARD OF TRUSTEES REGULAR MEETING

July 27th, 2026, at 5pm | Geneseo Village Building | 119 Main Street, Geneseo NY

Board Present: Mayor Chris Ivers, Deputy Mayor Marlene Hamann-Whitmore, Trustee Alex Livingston, and Trustee Eddie Lee

Excused: Trustee Keith Walters

Other Village Representative(s) Present: Clerk Treasurer Shawn Forrester

Others Present: George Paul, Barbara Paul, Louise Wadsworth, Michael Smith, Kerri Rolands-Faith, Paul Schill, Katherine Wiener, Rachel E Andrews, Timothy Paul, Karen Kelley, Larry Kelley, David Andrew Parish, Scott Russell, Sue Richardson, Ken Richardson, Mark Peace, Marilyn Wachholder, Suzanne Johnsen, Parker Johnsen, Graham Jonhsen, and Bill Lofquist.

Meeting Opened:

Mayor Ivers opened the meeting at 5pm and thanked everyone for coming. All stood for the Pledge of Allegiance.

Action/Discussion Items:

Minutes: The minutes from July 13, 2026, meeting were presented. *Deputy Mayor Hamann-Whitmore moved to accept the minutes as presented. Trustee Livingston seconded. After discussion the minutes were accepted as amended with ayes all.*

Traffic Calming:

Rachel Andrews began by expressing her concerns regarding safety, excessive speeds, and lack of effective solutions. Discussion continued regarding the use of reserve funds, with concerns that \$10,000 was a significant amount to spend on an experimental approach. It was also noted that the issue extends beyond one area and is a village-wide concern. The group became visibly upset during the discussion. Mayor Ivers noted that the conversation needed to remain positive and offered to meet separately with the residents to listen to their concerns. *A meeting date of 8/4/2026 at a location to be determined was set.* Karen Kelley agreed that the problem was village wide and suggested possibly lowering the speed limit across the village and having the new speed limit enforced.

Oak Tree Marathon:

The request from the Genesee Valley Conservancy to hold the annual Oak Tree half Marathon and 5K on Sunday, September 6, 2026, at 8am was presented. The request included the temporary closure of Village streets between 7:50am and 9am. *Deputy Mayor Hamann-Whitmore moved to accept the request. Trustee Livingston seconded. With no further discussion the motion carried with ayes from all.*

SUNY Log Cabin Park:

The request from SUNY Geneseo to use the Log Cabin Park on Wednesday, August 19, 2026, between 4pm and 5:30pm for an ice cream social including and ice cream truck was presented. *Deputy Mayor Hamann-Whitmore moved to accept the request. Trustee Livingston seconded. With no further discussion the motion carried with ayes from all.*

Chestnut Street Closure:

No one was present from the Geneseo Cat Tour organizers. *The request was tabled.*

Mural:

Louise Wadsworth presented the Board with a request to allow Wall/Therapy to install a mural on the side of 108 Main Street. She also noted that the artists had received a grant and there would be no cost to the Village. There was discussion regarding the Village Code, murals and Planning Board input. It was noted that the Village Code authorized mural approval to the Village Board. *Deputy Mayor Hamann-Whitmore moved to approve the concept with Planning Board approval. Trustee Livingston seconded. With no further discussion the motion carried with ayes from all.*

Mrs. Wadsworth also informed the Board that SUNY Geneseo may wish to use the Village Park for inaugural celebrations on October 17, 2026. She also advised that the Geneseo Jam Fund is requesting permission to erect tents in the Village Park for the festival on September 12, 2026. *The Board noted that both requests require formal Board approval and directed that the appropriate organizations submit official requests for consideration.*

ARC Banner Request:

The request from ARC to hang a banner in the Village Park for Direct Support Professional Appreciation from 9/07/2026 to 9/13/2026. It was noted that there was already a banner up during some of that time. *Deputy Mayor Hamann-Whitmore moved to approve the banner from 9/10/2026 to 9/16/2026. Trustee Livingston seconded. With no further discussion the motion carried with ayes from all.*

Pool Fee Refund Request:

The request from Mr. & Mrs. Dolan regarding a pool installation fee was presented. They explained that due to the weather it was not feasible to their contractor to complete the pool installation in the timeframe allowed. There was

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discussion regarding the Village Code and updating this portion. *Mayor Hamann-Whitmore moved to approve the refund of \$100 to Mr. & Mrs. Dolan, noting that this decision was not setting a precedent for pool fees. Trustee Livingston seconded. With no further discussion the motion carried with ayes from all.*

Deer Culling:

Paul Schill and Bill Lofquist were present to express concerns regarding the deer population and related safety issues. There was considerable discussion regarding damage to vegetation, tick concerns, the current deer population compared to previous years, and the Village of Avon's successful deer culling program. Discussion continued regarding the process for establishing a culling program and the possibility of contacting the New York State Department of Environmental Conservation (DEC) for guidance.

Resolution for Village Building Restoration:

Deputy Mayor Hamann-Whitmore explained that she intended to apply for a grant to restore the second floor of the Village Building and a resolution allowing the application was required. *Deputy Mayor Hamann-Whitmore presented and motioned for approval the following; Trustee Livingston seconded.*

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR THE RENOVATION OF THE SECOND FLOOR OF THE VILLAGE BUILDING

WHEREAS, the Village Board has identified the need to renovate the second floor of the Village Building to improve its functionality, accessibility, and overall use for municipal operations and community purposes; and

WHEREAS, grant funding is available to assist municipalities with capital improvement projects; and

WHEREAS, the Village Board wishes to pursue available grant funding to help offset the cost of the proposed renovations;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Geneseo hereby authorizes the submission of a grant application for funding to renovate the second floor of the Village Building; and

BE IT FURTHER RESOLVED, that the Mayor is authorized to execute all documents and certifications necessary to complete and submit the grant application, and to execute any additional documents required should the grant be awarded, subject to review by the Village Attorney where appropriate; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

There was discussion regarding the grant process, deadlines and possible scope of work.

With no further discussion the motion carried with ayes from all.

Procurement Policy Resolution:

The updated procurement policy and resolution to accept was presented. *Deputy Mayor Hamann-Whitmore moved to accept the policy. Trustee Livingston seconded.*

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid; and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process, now, therefore, be it

RESOLVED, that the Village does hereby repeal the Procurement Policy previously revised on August 18, 2014, and does adopt the following Procurement Policy which is intended to apply to all goods and services which are not required by law to be publicly bid:

PROCUREMENT POLICY FOR THE VILLAGE OF GENESEO

1. Every purchase and/or contract must be reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases that the aggregate amount to be spent in a year. Any service contract associated with the purchase of goods or services must be approved by the Board of Trustees and entered into with the Mayor's signature. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding shall be documented in writing by the individual making the purchase, the Village Purchasing Agent, hereby designated as the Village Clerk/Treasurer. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. Vouchers will be stamped to indicate those purchases not subject competitive bid.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to Section 6 of this Procurement Policy (the "Policy").

3. The following method of purchase will be used when required by this Policy in order to achieve the highest savings:

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Estimated Amount of Purchase Contract Method

\$0 — \$249	Vendor may be selected by purchaser without competitive quote
\$250 — \$2,999	2 Verbal Quotations
\$3,000 — \$20,000	3 Written/Fax Quotations or Written Request for Proposals

Estimated Amount of Public Works Contract Method

\$250 — \$2,999	2 Verbal Quotations
\$3,000 — \$4,999	2 Written/Fax Quotations
\$5,000 — \$35,000	3 Written/Fax Quotations or Written Request for Proposals

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement, including, but not limited to:

- The determination of applicable procurement method pursuant to Section 3.
- The solicitation materials (RFPs, quotation requests, specifications).
- Proposals, quotations, offers, or bids received.
- Evaluation notes and scoring sheets.
- The basis for vendor selection.
- The contract or purchase order.
- Any sole source or emergency justifications required by this Policy.

The Purchasing Agent shall maintain a centralized procurement file or electronic record-keeping system that contains documentation for all procurements subject to this Policy. Procurement records shall be retained in accordance with the Village's records retention schedule and applicable law, but in no event for less than six years from the date of final payment under the contract. Procurement records are subject to disclosure under the New York Freedom of Information Law, except to the extent they contain proprietary or confidential information exempt from disclosure under Public Officers Law Article 6.

5. Additional documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(g), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the Village of Geneseo to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring specialized or technical skill, training or expertise, including, but not limited to, attorneys, physicians, architects, engineers, accountants, auditors, financial advisors, and insurance consultants. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Village Board of Trustees shall take into consideration the following guidelines: (1) whether the services are subject to State licensing or testing requirements; (2) whether substantial formal education or training is a necessary prerequisite to the performances of the services; and (3) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$250. The time and documentation required to purchase through this Policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such immaterial contracts would be awarded based on favoritism.

e. The individuals responsible for procurement for the Village of Geneseo are as follows:

Christopher Ivers, Mayor
Daniel Quinlan, DPW

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Eric Osganian, Chief of Police
Shawn Forrester Village Clerk/Treasurer
Craig Wadsworth, Building Inspector/Code Enforcement Officer
Hon. Thomas C. Bushnell, Justice Court
Hon. Kathleen F. Houston, Justice Court

7. Conflicts of Interest and Code of Ethics.

a. *Compliance with Village Code of Ethics. All Village officers, employees, and agents involved in procurement activities shall comply with the Village's Code of Ethics and applicable provisions of New York General Municipal Law Article 18 (Conflicts of Interest).*

b. *Prohibition on Personal Interest. No Village officer, employee, or agent shall have a financial or other personal interest, direct or indirect, in any contract or procurement with the Village, except as permitted by law.*

c. *Disclosure Requirement. Any Village officer, employee, or agent who has or may have a conflict of interest in a procurement shall immediately disclose the conflict to the Village Attorney and recuse themselves from the procurement process.*

d. *Vendor Certification. The Village may require vendors submitting proposals or quotations to certify that they have no business or familial relationship with Village officials or employees that would create a conflict of interest.*

8. *This Policy shall take effect immediately and shall be reviewed annually to ensure its continued effectiveness and compliance with law. This Policy may be amended only by resolution of the Board of Trustees. With no further discussion the motion carried with ayes from all.*

Civil Rights Resolution:

The resolution to approve civil rights, equal employment opportunity and section 3 policy was presented, as required for the Village to apply for a CDBG Grant. *Mayor Hamann-Whitmore motioned for approval of the following Resolution; Trustee Livingston seconded.*

WHEREAS, the Village of Geneseo is committed to conforming to the standards set forth by NYS Homes and Community Renewal; and

WHEREAS, the Village has created and adopted the Civil Rights, Equal Employment Opportunity and Section 3 Policy; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Geneseo adopt the Civil Rights, Equal Employment Opportunity and Section 3 Policy. The Resolution carried with ayes from all.

ADA Grievance Procedure & Resolution:

The resolution to approve the Americans with Disabilities Act and Section 504 Grievance Procedure, as required for the Village to apply for a CDBG Grant. *Mayor Hamann-Whitmore motioned for approval of the following Resolution; Trustee Livingston seconded.*

WHEREAS, the Village of Geneseo is committed to conforming to the standards set forth by NYS Homes and Community Renewal; and

WHEREAS, the Village has created and adopted the Americans with Disabilities Act (ADA) and Section 504 Grievance Procedure ("the Procedure"); and

WHEREAS, the Procedure appoints the Clerk/Treasurer the ADA and Section 504 Coordinator for the Village of Geneseo; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Geneseo adopt the Americans with Disabilities Act and Section 504 Grievance Procedure. The Resolution carried with ayes from all.

Approval of Abstract #2:

Trustee Lee reviewed and presented the July 2026 Vouchers for approval in the following amounts:

- General Fund: \$183,947.11
- Water Fund: \$127,969.19
- Sewer Fund: \$ 90,401.40
- Capital Projects: \$409,152.17
- Grand Total: \$811,469.87

Trustee Lee moved to approve Abstract #2 of 2026-2027, for \$811,469.87. Trustee Livingston seconded. After brief discussion regarding the abstract was approved with ayes from all.

Mayor Updates:

Traffic & Safety Committee: Tabled till August meeting.

Second & Oak Streets: Mayor Ivers informed the Board that the Second and Oak Streets Project was underway and biweekly meetings were being held for all key stakeholders.

Mayor Ivers reminded the Board of the next Meeting 8/24/2026, noting there was only one meeting in August.

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Board Updates/Information:

Police Department: Chief Osganian' s report was submitted.

Department of Public Works: Superintendent Quinlan's report was submitted.

Code Office: CEO Wadsworth's report was submitted. There was discussion regarding the amount of content included in the report.

Fire Department: Chief Chanlers report was submitted noting the successful Air Show coverage with no notable incidents. It was also noted that neighboring departments from Livonia, East Avon, Mount Morris, and Dansville assisted by providing coverage at the fire hall with Livingston County EMS providing stand-by coverage.

Executive Session: *Deputy Mayor Hamann-Whitmore moved to enter executive session at 6:09pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and proposed, pending or current litigation. Trustee Livingston seconded the motion, and the Board entered into an executive session. Deputy Mayor Hamann-Whitmore moved to come out of executive session at 6:29pm. Trustee Livingston seconded. The motion passed with ayes from all. It was noted that no action was taken.*

Adjourn: *Deputy Mayor Hamann-Whitmore moved to close the meeting at 6:29pm. Trustee Livingston seconded. With no further discussion the meeting was closed with ayes from all.*

*Respectfully,
Shawn Forrester
Clerk Treasurer*