

**Town of Genesee  
Little Genesee, NY 14754  
Regular Board Meeting  
November 17, 2015**

**ATTENDANCE:** Supervisor Donald Jordan, Deputy Supervisor Joshua Bluhm, Councilmen Alyn Holcomb, Howard Cornwall and Michael Cannon, Town Clerk Bonita Brunner, Highway Superintendent Ben Reynolds, Accountants Jack & Kathy Berry

Town Residents: Kayla Bluhm, Scott Fuller, Josh Fuller, Peggy Cowell

This meeting was brought to order by Supervisor Jordan at 7 PM with the Pledge to the Flag.

**Floor Permission: Scott Fuller**

Mr. Fuller, the individual contracted with the Town for cemetery lawn care and for grave digging presented some suggestions to the Board regarding regulations for the cemeteries. With the relatively new practice of cremations, he has found that there needs to be some sort of Town regulation regarding placement of the remains for a cremation. In the event that another individual takes over from him there needs to be something in writing so the new individual can find any other cremations that might be located in the same plot. His suggestion would be that there be a limit of two cremations in each plot (unless there are exceptional circumstances).

Measuring would be as follows:

- 1<sup>st</sup> cremation – 3' from where the row of stones would be set. Allow 2' for cremation
- 2<sup>nd</sup> cremation – 5' from where the row of stones would be set.

Regarding Bowler Cemetery, Mr. Fuller advised that there are some measurement stakes that are not noted on the cemetery maps. He will need to do some work there to update the maps. Also, on the left side of the cemetery there is an area where brush has grown up and it would make it hard for any burials there. Mr. Fuller asked permission from the Board to work along that side and remove this brush. After winter, it is hoped that he will be able to begin mowing there. He stated that he would be without charge to the Town for these hours.

Question from CP Holcomb regarding the charges for marking a grave before a burial. It was the Board's understanding that he would be paid on an hourly basis if he was marking a grave for a headstone, but not for marking for a burial. It is the Board's feeling that any time spent for marking for a burial would be covered by the monies paid to him for the actual burial. Mr. Fuller advised this was a misunderstanding and he would stop charging the Town for these hours.

The Clerk will be updating the information in the Cemetery Rules and Regulations with the above information.

## **REPORTS:**

Supervisors Report covering October 2015 provided by Accountants Berry & Berry was reviewed by the Board.

Town Clerks Reports:

- Clerk's Report for October submitted. Monies collected totaled \$903.00.
- Petty Cash Report for October submitted. There remains \$51.00 in Petty Cash as the Clerk purchased postage stamps.
- Minutes from the October meeting was submitted for approval. CP Cannon made a motion to dispense with the reading of the minutes, 2<sup>nd</sup> by CP Cornwall. Minutes were approved.

Town Justice Report:

- Review of Court Fines collected by the Court during October totaled \$4,499.00.

Code Enforcement Report:

- James Cline, Code Enforcement Officer, submitted his report for the period between October 20 and November 17, 2015. The Town Clerk submitted a list of the building permits issued during that time. There were 3 permits issued. The Clerk advised the Board that she had received a telephone call from another town resident complaining about the appearance of the Hinkle property at the edge of Little Genesee. She was advised by the Clerk that other town residents have complained about this issue and she was advised she could contact the Code Enforcement Officer or the DEC about this problem.
- No report was submitted by the Dog Control Officer.

Motion made by CP Bluhm and 2<sup>nd</sup> by CP Holcomb to accept all reports submitted.

## **COMMITTEE ASSIGNMENTS & REPORTS:**

Highway Department: CP Holcomb and Bluhm:

- Highway Superintendent advised that he has submitted information for his CHIPS funds. A check should be forthcoming during December. Accountant Berry advised that Superintendent Reynolds should charge employee hours based on the jobs completed. She will then make any necessary adjustments at the end of the year.

## **OLD BUSINESS**

- The Clerk advised that on Monday and Tuesday this week all items that were in storage were returned to the Town Hall by ServPro. They also brought some items from the Library. Today Austin Security worked on the necessary inside locks that need to be replaced.
- The 4<sup>th</sup> (and last) installment for payment was submitted to the Town by Griffin Construction. The expenses submitted are for \$23,500. The Town Board made a final inspection of the hall on Tuesday, November 10 and Mr. Griffin has been advised by the Clerk of their findings. There are still a few things that need to be changed/upgraded. The Board advised the Clerk to wait until all the changes have been made before the final voucher is submitted for payment. It is also the Boards' decision that any monies due to Austin Security for the adjustment to the inside locks and the charges to CP Bluhm for

the computer wiring will be subtracted from the amount due to Mr. Griffin. The Clerk advised that she has submitted the necessary paperwork to Richardson & Stout for the final “hold back” amount.

- The NYS Office of Community Renewal Agency has again contacted the Clerk about the Closeout forms for the CDBG Project in 2006. This project was handled by the Cuba Community Development Agency. The Clerk was advised that a full audit was done on our project in 2009. The close-out process is a formality only. The Board approved the Supervisor signing any necessary paperwork to complete this close-out process.
- The Clerk also advised that she received a request from Attorneys Hutter & Finn regarding a satisfaction of mortgage against a Cathy Strawcutter. This mortgage was issued relative to the CDBG grant. The Clerk was asked to contact the Town Attorney regarding this matter.
- There is still a pending sale of property on County Road 5. Nothing has been heard from Mr. Tierney or his attorney since the letter written in July 2015. The Board advised that we should give Mr. Tierney 30 days from the date of the November 5 letter to contact us regarding this sale. If nothing is heard, we will formally notify Mr. Tierney that the Town was placing this property back on the market and his \$500 down payment was forfeited.

## **EXECUTIVE SESSION**

CP Bluhm made a motion that the Board go into Executive Session for a personnel matter, 2<sup>nd</sup> by CP Cannon. After Executive Session, CP Bluhm made a motion to return to the Regular Board Meeting, 2<sup>nd</sup> by CP Cannon.

## **PAYROLL ISSUES**

The Board discussed the need for a formal employee policy regarding payroll issues. The Clerk will create a tentative policy which will be reviewed by the Board next month. She will also complete a resolution for the Board at that time.

## **NEW BUSINESS:**

- An invoice has been received from the Association of Towns regarding Association Dues for 2016. The Clerk asked if she needs to wait until 2016 to actually pay this bill. Accountant Berry advised that it can be paid now.
- Request from Association of Towns for an update sheet for the Town of Genesee. The Clerk will complete and fax as necessary.
- The Clerk advised the Board that the newly elected Justice, Rob Pritchard, is scheduled for training in Albany from December 6 – 12. It is estimated that this will cost approximately \$2,000 for mileage, motels and meals. He has also paid \$80.00 for his fingerprinting and background check that is necessary prior to his taking office.

**PAYING OF BILLS;**

Abstracts totaling \$17,520.46 were reviewed for paying the Town bills as follows:

<b>Abstract</b>	<b>Voucher Nos.</b>	<b>Amount</b>
General Fund	193-205	\$ 7,098.14
General Fund – Fire	120-121	\$ 224.48
Highway Fund	145-155	\$ 10,197.84

A motion was made by CP Holcomb and 2<sup>nd</sup> by CP Bluhm to approve payment. Ayes all carried and abstracts were approved for payment.

Motion to adjourn the meeting by CP Cannon. Meeting was adjourned at 8:50 PM.

Respectfully Submitted,

Bonita Brunner  
Town Clerk

Dated: November 19, 2015