

**Town of Genesee  
Little Genesee, NY 14754  
Regular Board Meeting  
February 15, 2022**

**ATTENDANCE:** Supervisor Alexander Smith, Councilpersons Loren E. Miller, and Colleen Estabrook; Town Justice Robert Pritchard; Highway Superintendent Ben Reynolds; Town Clerk Bonita Brunner, Deputy Town Clerk Rhonda Faulkner

**Absent:** Councilman Alyn Holcomb

**Town Residents:** Peggy Cowell, Raeanne Smith

This meeting was brought to order by Supervisor Smith at 7 p.m.

**Appointment to Town Board**

A vacancy to the Town Board was created by the resignation of CP Bluhm in January 2022. A motion was made by Supervisor Smith, 2nd by CP Loren Miller, to appoint Mr. Thomas Windus to the Board to fill this vacancy through December 31, 2022. Ayes all. Motion carried and formal appointment to the Town Board was made. Town Clerk administered the Oath of Office to Mr. Windus.

**Update on Potential Library Grant**

As discussed at last month's meeting, Library Director Rae Smith updated the Board. She has obtained an estimate for various upgrades to the library in the amount of \$28,760. The grant that is available would be for up to \$50,000. As discussed at last month's meeting, painting of the exterior of the building was not included in this price. One stipulation for this grant is that the building needs to be designated, or in process of being designated, as a historical site. Per Ms. Smith, there would be additional costs for this designation, amounts unknown at this time. Because the Town owns the building, further discussion on whether the application for the grant should come from the Town. The grant application is due by March 24, 2022.

Motion made by CP Miller, 2<sup>nd</sup> by CP Estabrook, that the Town approve the grant application. The Town will front all monies necessary and the Library Director would be responsible for all paperwork. Ayes all. Motion granted. Ms. Smith will begin the application process.

**REPORTS**

- Supervisor's Report for January 2022 was not available due to the end-of-year process ongoing at this time.

Town Clerk presented the following reports:

- Clerk's Report for the month of January shows a total of \$267.25 collected. \$169.25 was turned over to the Town Supervisor for the General Fund; \$22.00 was sent to NYS Ag and Markets for dog licenses, and \$76.00 was sent to Allegany County DPW for landfill tickets sold.
- Petty Cash Report for January indicates that \$96.88 was available. The report indicates that \$3.12 was used for postage for the Clerk's Office and the Assessors.

- The Clerk e-mailed the January minutes to the Town Board for review. Noted by CP Estabrook there was an error in her name when she was appointed to the Board. Clerk will revise the minutes as necessary.

Tax Collector Report:

- Tax Collector report for January presented. There is a total warrant for \$1,879,980.06, of which \$758,321 is due to the Town and \$1,121,659.96 to the County Treasurer. As of January 31, 2022 a total of \$1,146,097.41 was collected. This is \$60% of the total warrant.

Town Justice Report January 2022:

- Review of Court Fines collected during January totaled \$1,242.00.

Dog Control Officer Report:

- A report was received from NYS Ag and Markets regarding the yearly inspection of the dog kennel during January. All areas were satisfactory.

Code Enforcement Officer Report:

- Code Enforcement Officer Krist did not attend the meeting but supplied a short report for January.

Motion made by CP Estabrook and 2<sup>nd</sup> by CP Miller to accept all reports as submitted. Ayes all. Motion carried.

## **COMMITTEE ASSIGNMENTS & REPORTS**

### Buildings & Repairs – Holcomb and Smith

- Plumbing problems at the Town Hall due to the extremely cold weather. Pipes burst in Judge Pritchard's office and in the Assessors office. Shembeda Plumbing was contacted for the necessary repairs. They have also added glycol (antifreeze) to the system to help with this issue.
- Spectrum Internet issues. Our account was disabled which affected all internet access and the telephone system from Thursday through Tuesday, February 10 – 15, 2022. The Town was under the belief that the internet connection was through a courtesy account. However, this option was discontinued when Time Warner was purchased by Spectrum several years ago. Spectrum/Charter is now requiring that we open a business account with a monthly bill of approximately \$65 per month.
- Superintendent Reynolds advised that two 20,000 btu overhead heaters have been purchased and installed for the old part of the Highway Barns. Cost was \$2,700 each.

### Highway Department – Holcomb and Miller

- Work will begin on the Salt barn again as soon as the weather allows.
- Discussion about the process for Highway employees to be upgraded to Class A CDL's. Superintendent Reynolds advised that they have to schedule the written tests and set up for the road test. Discussion about the new state requirement that all applicants must undergo 40 hours of classroom training.
- Supervisor Smith requested that the Highway Department look at the Genesee Library driveway. Cars using the driveway are "bottoming out" due to the water run-off. A "patch" might be necessary at the end of the driveway on the left-hand side closest to State Route 417.

### Park – Estabrook and Miller

Cemeteries – Holcomb and Estabrook

Supervisor Smith held a meeting with the Small family regarding the grave ownership issue at Bowler Cemetery. The Small family has agreed to the following:

- Will pay the additional \$250 still due on the grave site partially funded in 2014
- The cost of moving the grave will be shared by the Town and the Small family. This will be \$1100.00 each based on costs provided by Scott Fuller.
- The family agreed not to have the grave moved until spring, at the discretion of Scott Fuller, depending on weather conditions.

Motion made by CP Miller, 2<sup>nd</sup> by CP Windus, that this agreement be accepted. Ayes all.

Motion approved.

Grants – Smith and Estabrook

Dog Control Officer Wagner advised Supervisor Smith of the possibility of a grant to upgrade the kennel. More information to follow

Code Enforcement –Holcomb and Miller

Further discussion about the dissatisfaction with the present Code Enforcement Officer. Supervisor Smith will contacta Ryan Reid who may be interested in taking over that position.

Audit Committee – Holcomb and Estabrook

CP Estabrook has conducted the audit based on information provided by Accountants Berry & Berry.

Motion made by CP Miller, 2<sup>nd</sup> by CP Windus, that the following resolution be approved.

### **Resolution #2022-6**

#### **RESOLUTION ACCEPTING THE INTERNAL AUDITS FOR 2020**

**WHEREAS**, as per the Town of Genesee Accounting Policies & Procedures Manual it is required that the Town Accountants annually prepare information for the Town Board Audit Committee to review the records of the Town Supervisor, Town Clerk and Tax Collector and

**WHEREAS**, as per the Uniform Justice Court Act 2019-a, it is the duty of the Town Justice to present his financial records annually to the Town Board Audit Committee for review of the Town Justice’s records;

**WHEREAS**, the Town of Genesee Audit Committee has reviewed the records of the Town Supervisor, Town Clerk, Tax Collector and Town Justice. They have been duly examined and verified that the monies collected have been turned over to the proper officials as required by law. This review was conducted by Councilman Colleen Estabrook in February 2022 and presented to the Town Board for their review.

**NOW THEREFORE**

**BE IT RESOLVED** that the Internal Audit for the year 2020 is accepted. The Town Clerk is authorized to notify the Office of Court Administration of this audit by sending a certified copy of this resolution to their Internal Audit Services Unit.

Roll Call Vote taken as follows:

CP Miller	Aye
CP Estabrook	Aye
CP Windus	Aye
Supervisor Smith	Aye

Resolution approved.

## **OLD BUSINESS**

### **Update on ARP (American Rescue Plan) Funds**

More discussion about the use of ARP funds., Replacement of the Highway Barn roof, exterior painting of the Genesee Library, computer hardware for the Town officials, and upgrades to the Town Hall, plus additional funds needed for the Salt Barn.

## **NEW BUSINESS**

Discussion about the installment agreement option for persons purchasing graves in the town cemeteries. Questions have come to light with the use of the form created by the Town Clerk. Issues include the wording regarding monies paid if the individual does not complete payment in the one-year timeframe. Do they forfeit the monies paid or is it returned to them. Also, are there any other legal issues that should be addressed in this process. Consensus of opinion is that this is a good option for town residents but these questions should be referred to our Town Attorney for his review. This matter was tabled and Town Clerk was requested to contact the Town Attorney regarding his opinion in this matter.

### **PAYING OF BILLS:**

Abstracts totaling \$75,043.52 were reviewed for paying the Town bills as follows:

<b>Abstract</b>	<b>Voucher Nos.</b>	<b>Abstract Amount</b>
General Fund – 2021 Monies	212-212	\$ 352.00
2022 Monies	10-29	52,084.94
Highway Fund – 2022 Monies	2-17	\$ 22,606.58

CP Estabrook made a motion to pay the above bills, 2<sup>nd</sup> by CP Windus. Ayes all. Motion passed.

Motion to adjourn the meeting was made by CP Miller, 2<sup>nd</sup> by CP Estabrook. Ayes all.

Meeting was adjourned at 8:35 pm

Bonita Brunner, Town Clerk

Dated: February 20, 2022