

**Town of Genesee
Little Genesee, NY 14754
Regular Board Meeting
May 16, 2017**

ATTENDANCE: Supervisor Donald Jordan; Deputy Supervisor Joshua Bluhm; Councilpersons Howard Cornwall, Michael Cannon and Alyn Holcomb; Highway Superintendent Ben Reynolds; Town Clerk Bonita Brunner

Visitors: Peggy Cowell, Loren Wedge, Paul Lundfelt, Deb Kolkowski, Marge & Cliff Nix, Kayla Bluhm

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

FLOOR PERMISSION:

Mr. and Mrs. Nix and their daughter, Deb Kolkowski, want the Town to know about the Skroback farm on Deer Creek Road. It is in deplorable condition with litter both in the fields, in the creek, and blowing onto their property. They feel that possibly the Health Department or DEC should be contacted about these conditions. The owner does not keep his fences repaired and his cows are often in neighboring yards. The Town recommended that they complete a complaint form that will be forwarded to the Code Enforcement Officer. The Clerk will forward this complaint to Mr. Cline.

Mr. Lundfelt asked about the condition of Bells Brook Road. Highway Superintendent Reynolds told him it is scheduled for Bells Brook to be paved this year. Tentative dates would be milling of the road in June and then paving at the end of July. Because of budget constraints, only 1.5 miles of the road will be done this year. Mr. Reynolds advised that all of the town roads are in desperate need of repair but, due to lack of manpower and money, it is impossible to do them all.

REPORTS:

Supervisor's Report for April 2017 was reviewed as presented by Accountants Berry & Berry. There was a question regarding Highway Department Acct 5142.1 Snow Removal Wages at last month's meeting. Kathy Berry advised that she has made a transfer to partially cover the budget overage. However, it is still \$12,165 over budget. She requests that the board make the decision on how they wish to cover this overage. Discussion about moving from the other Wages line items. They will leave this up to Kathy's discretion as to where to transfer the money from. Discussion also about making some changes on submission of each payroll by the Highway Superintendent depending on what projects are worked on. No definitive action was taken but Mr. Reynolds should discuss this process in more detail with Accountant Berry. The Board also

reviewed the Accountants 1st Quarter Report. Kathy Berry also submitted a copy of the Town's bank reconciliations as of April 30, 2017.

Town Clerks Reports:

- Clerk's Report for April was submitted. Total monies collected were \$498.00. Of this, \$447 was paid to the Town Supervisor for the General Fund, \$32 was forwarded to NYS Animal Control for dog licenses, and \$19 was paid to Allegany County DPW for landfill tickets sold.
- Petty Cash Report for April was submitted. There is \$96.16 in Petty Cash at the end of April as the Clerk used certified mail to the IRS regarding the bond for the new truck.
- Minutes from the April meeting had previously been e-mailed to the Board Members for approval.

Town Justice Report:

- Review of Court Fines collected during April totaled \$1,248.00. Of this, \$320.00 is retained by the Town and \$928.00 will be forwarded to the NYS Comptroller.

Dog Control Officer Report:

- Mr. Wagner's report shows that there was only one complaint made. However, two previous complaints were actually given tickets. Both parties appeared in Court and were fined for dogs running at large. Also, On April 12 an inspection was conducted by Ag & Markets on Mr. Wagner's records and the kennel. The Town received a notice that everything was satisfactory in this inspection.

Code Enforcement Report:

- Code Enforcement Officer James Cline provided a report to the Board covering April 17 to May 15, 2017. He advised that he made 10 inspections during this period. At the March meeting the Board requested that, in future reports, Mr. Cline include a timetable of pending complaints and update information on each. This was not provided. The Board requested that the Clerk send a letter to Mr. Cline and remind him of this for his next report. They requested that the Clerk actually provide a recommended form for him to use.
- The Clerk advised there were two building permits issued between April 19 and May 16, 2017.

Motion made by CP Cannon and 2nd by CP Holcomb to accept all reports as submitted. Ayes all, motion carried.

COMMITTEE ASSIGNMENTS & REPORTS

Buildings & Repairs – Holcomb and Cannon

- Last year the Board approved adding shrubs to the side of the building. The Clerk advised that she would be working on this project in the near future.

Highway Department – Holcomb and Bluhm

- Superintendent Reynolds advised that the new truck was delivered on April 26.

Parks – Cannon and Cornwall

- Due to the recent wind storm, there are some large limbs that need to be cut and hauled away at the Park. Scott Fuller asked if the Town could cut them and he will haul the debris away. Superintendent Reynolds advised that he will have his men cut these.

Cemeteries – Holcomb and Cornwall

- During the recent windstorm, some large limbs came down in Wells and Bowler cemeteries. After discussion with Supervisor Jordan and CP Holcomb, Scott Fuller was contacted and he was able to clear this debris. The limb in Wells did hit one of the older stones, tipped it over and chipped the stone. Mr. Fuller will be uprighting this stone but did take several pictures. The stone was for a Mr. Patterson who died in 1884. The pictures will be kept on file in case any family member questions this.
- The Clerk submitted pictures to the Board regarding a grave at Bowler Cemetery. The family has asked that something be done about the tall tree that is partially covering the gravestone. Board asked that Scott Fuller look into trimming this tree back, if possible, without killing the entire tree.
- Supervisor Jordan advised that he spoke with Mr. Fuller about some trees on the left side of Bowler Cemetery which need to be cut. CP Holcomb recommended that the Town look into who actually owns the trees before they are cut. Clerk will try to verify this with the Assessors.

Grants – Jordan and Cornwall

Code Enforcement – Cannon and Holcomb

Audit Committee – Jordan and Cannon

OLD BUSINESS

- Discussion about the need for a new Town Junk Law. Main issue between LL#2 of 2007 and LL#1 of 2009 is the classification of the crime (Misdemeanor vs Violation) if the case is referred to Justice Court. All other information in the local law will remain the same, with the charge being considered a Violation. Deputy Supervisor Bluhm will update the local law with the appropriate changes and e-mail to the Clerk. This will then be forwarded to Attorney Brautigam who will prepare a draft for the local law. A Public Hearing will be scheduled at that time.

NEW BUSINESS

- Information has been received from Kay Reynolds, President of the Genesee Library. This gives the town a cost breakdown of repairs that are needed to the Library building. The total repairs are estimated at \$4,000. The Board would like some additional information from the contractor, Griffin Construction, regarding his estimate. Question

about whether prevailing wage will be necessary for these repairs since this is a town-owned building, and is there a minimum dollar amount before prevailing wage is necessary. Also, is it necessary for this work to be put out to bid. Supervisor will contact Department of Labor regarding these issues. Clerk will contact Griffin Construction regarding a further breakdown of the expenses involved. It was decided to update the wording in the Library contract to include the following, “the Town of Genesee will be responsible for any necessary building repairs to maintain the building in it's current condition. It will be the responsibility of the Library for anything cosmetic that needs to be done, i.e. painting, siding, etc.” This will be updated in the new contract when it be generated in June 2017.

- A letter has been received from Assemblyman Joseph Giglio regarding our CHIPS funding for 2017-18. The Town is eligible for \$75,614.85 in CHIPS, \$17,259.84 in PAVE-NY and \$14,429.18 in Extreme Winter Recovery Aid.
- Question by the Clerk for Board to set a fee for individuals who are replacing/changing their roof. According to the Code Enforcement Officer, a Building Permit is needed to ensure that the proper materials, etc. are used. After discussion, the Board determined that replacement of a roof should be considered general maintenance and no Permit would be required for residential buildings. If the structure is a commercial building, then the minimum fee of \$150 will be charged to ensure safety of the public who would use the building involved.
- Clerk advised that the Town Judge has requested Wi-Fi for the building. There has been a request by an Assistant District Attorney for access to her laptop when she is in Court. IT Administrator Bluhm advised that this is currently available in the building but only to town employees and is very strictly controlled. After discussion the Board decided that making Wi-Fi available to the public would not be approved.
- The Clerk has received a FOIL Request from Openthebooks.com for a listing of all our disbursements during fiscal year 2015. Discussion with Accountant Kathy Berry who advised that this would take a large amount of time from the Clerk and the accountants to complete all the requested information. She advised that this FOIL should be referred to the Town Attorney and ask him to deny this request due to the additional time needed for this request.

Resolution #2017-7

Deputy Supervisor Bluhm made a motion, seconded by CP Holcomb, that the following resolution be approved:

**RESOLUTION FOR THE ADOPTION
OF ACCOUNTING POLICIES AND PROCEDURES**

WHEREAS, Article 4 of the NYS Town Law establishes various rules and regulations for various accounting procedures in the Town of Genesee;

WHEREAS, the Town Board wishes to approve a formal policy and procedures for such processes;

WHEREAS, comments have been solicited from all officers in the Town of Genesee involved in this process, now therefore, be it

RESOLVED, that the Town of Genesee Town Board does hereby adopt the attached Accounting Policy and Procedures which is intended to apply to all officials and employees of the Town of Genesee

Roll call vote taken as follows:	CP Bluhm	Aye
	CP Cannon	Aye
	CP Cornwall	Aye
	CP Holcomb	Aye
	Supervisor Jordan	Aye

Resolution 2017-7 approved.

Resolution #2017-8

Deputy Supervisor Bluhm made a motion, seconded by CP Cornwall, that the following resolution be approved:

RESOLUTION ACCEPTING THE INTERNAL AUDITS FOR 2016

WHEREAS, the Town of Genesee Audit Committee has reviewed the Town Supervisor, Genesee Town Justice, Clerk, and the Tax Collector records and affirm that they are true and correct to the best of their knowledge. This review was conducted by CP Michael Cannon and Superintendent Donald Jordan in January 2017.

NOW THEREFORE, BE IT RESOLVED by the Town of Genesee, that the Board accepts the above mentioned Audits.

Roll call vote taken as follows:

CP Bluhm	Aye
CP Cannon	Aye
CP Cornwall	Aye
CP Holcomb	Aye
Supervisor Jordan	Aye

Resolution 2017-8 approved.

PAYING OF BILLS:

Abstracts totaling \$259,703.29 were reviewed for paying the Town bills as follows:

Abstract	Voucher Nos.	Abstract Amount
General Fund	87-103	\$ 9,706.59
Highway Fund	59-77	\$ 249,996.70

CP Cannon made a motion to pay the above bills, 2nd by CP Holcomb. Motion passed.

Motion to adjourn the meeting was made by CP Cannon, 2nd by CP Cornwall. Meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Bonita Brunner
Town Clerk
Dated: May 17, 2017