

**Town of Genesee
Little Genesee, NY 14754
Regular Board Meeting
November 15, 2016**

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

Absent: CP Alyn Holcomb

Town Residents: Kayla Bluhm, David Parker, Scott Fuller and George Johnson, Insurance Agent for Richardson & Stout

This meeting was brought to order by Supervisor Jordan at 7:10 pm.

REPORTS:

The Supervisor's Report for October 2016 presented by Accountants Berry & Berry was reviewed.

Town Clerks Reports:

- Clerk's Report for October was submitted. Total monies collected were \$795.50. Of this, \$704.50 was paid to the Town Supervisor for the General Fund, \$21.00 was forwarded to NYS Animal Control for dog licenses, \$22.50 was sent to the NYS Health Department for a marriage license, and \$47.50 was paid to Allegany County DPW for landfill tickets sold.
- Petty Cash Report for October was submitted. There is currently \$100.00 in Petty Cash.
- Minutes from the October meeting had previously been e-mailed to the Board Members for approval.

Town Justice Report:

- Review of Court Fines collected during October totaled \$3,792.00. Of this, \$700.00 is retained by the Town and \$3,092.00 will be forwarded to the NYS Comptroller.

Code Enforcement Report:

- Code Enforcement Officer James Cline provided a report to the Board covering October 17 through November 15, 2016. He advised that he made 17 inspections during this period. He also intends to speak with Judge Pritchard about moving forward with the Tanner and Doxey cases.
- The Clerk advised that there have been six building permits issued between October 19, 2016 and November 15, 2016.

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

COMMITTEE ASSIGNMENTS & REPORTS

Buildings & Repairs – Holcomb and Cannon:

Highway Department – Holcomb and Bluhm:

Parks – Cannon and Cornwall:

Cemeteries – Holcomb and Cornwall:

Grants – Jordan and Cornwall

Code Enforcement – Cannon and Holcomb

Audit Committee – Jordan and Cannon

OLD BUSINESS

- Presentation by Agent George Johnson from Richardson & Stout regarding the Town's renewal policy for the 2016-2017 year. He presented an Insurance Review regarding our coverage. There was a question last month regarding the Crime/bond coverage. There are two options available to the Town: Option 1 would be to move **all** our policies to NYMIR which would include the crime/bond protection or Option 2 renew our present policies with NYMIR and retain the crime/bond policy with Selective. After further discussion by the Board, a motion was made by CP Cornwall, 2nd by CP Bluhm, to renew all our policies with NYMIR. Vote taken, ayes all, motion was so carried. The Clerk will advise Mr. Johnson of this tomorrow so he can update our billing.
- The Bid Acceptance for the three-year mowing/maintenance contract was tabled at October's meeting and the Clerk was instructed to contact each bidder to obtain their liability and worker's comp insurance information. The Town already has on file the insurance verifications from Scott Fuller. Brandon Lewandowski and Dream Landscaping both provided a Certificate of Insurance for liability but attached statements that they did not carry workers comp as they had no employees. The Board requested that the Clerk check the Procurement Policy regarding any variance in the bidding process. They also requested that the Town Attorney be contacted for additional information on this. The bid acceptance was tabled until the December meeting.

NEW BUSINESS:

- The Clerk advised that the State Auditor has requested copies of job descriptions. Generic descriptions for Highway Superintendent, Assessor, Dog Control Officer and Code Enforcement Officer were obtained from Allegany County Civil Service. There is not one available for Town Clerk. The matter was tabled by the Board. They will review these job descriptions for further discussion at the December meeting.
- The Clerk advised that the NYS Department of Health is requiring that the Town have a Deputy Registrar for Vital Statistics. Nada Lawton was contacted regarding this and she had agreed to be the Deputy Registrar. The Board approved this action.
- Information presented to the Board which was received from Real Property in Belmont. This is regarding the tax exemption for persons over 65 years of age with limited incomes. The town currently is at \$19,500 income level with the sliding scale and the Board agreed to remain at that level.

- Accountants Berry & Berry presented a letter dated November 2, 2016 to the Board regarding continuing their services for the Town. Resolution #2016-9 was presented to the Board as follows:

**RESOLUTION TO APPROVE CONTRACT
WITH ACCOUNTANTS BERRY & BERRY**

WHEREAS, the Town of Genesee is aware that performing certain bookkeeping and payroll procedures in addition to accounting and auditing services require specialized knowledge and training, and

WHEREAS, it would be in the best interest of the Town of Genesee to continue the contract with Accountants Berry & Berry for these services,

NOW THEREFORE, be it

RESOLVED, by the Board of the Town of Genesee that the Town Supervisor shall be authorized to sign the contract proposed by Berry & Berry for the years 2017, 2018 and 2019.

A motion was made by CP Bluhm, 2nd by CP Cornwall, that this resolution be approved.

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

Resolution so approved.

PAYING OF BILLS:

Abstracts totaling \$63,925.93 were reviewed for paying the Town bills as follows:

Abstract	Voucher Nos.	Abstract Amount
General Fund	224-240	\$ 30,845.15
Highway Fund	143-164	33,080.78

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

Motion to adjourn the meeting was made by CP Cannon, 2nd by Supervisor Jordan. Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Bonita Brunner
 Town Clerk
 Dated: October 19, 2016