

VILLAGE OF GENESEO
BOARD OF TRUSTEES

January 24, 2022
Regular Meeting

Board Present:

Margaret Duff, Mayor
Chris Ivers, Deputy Mayor
Leah Fletcher, Trustee
Eddie Lee, Trustee
Katarina Woods, Trustee

Other Village Representatives Present:

Aprile S. Mack, Clerk/Treasurer

Public Present:

Amber Hailey

1. Meeting Opened:

Mayor Duff opened the meeting at 5:05pm. All stood for the Pledge of Allegiance.

2. Meeting Minutes:

Mayor Duff stated that the minutes from the January 3rd meeting will not be reviewed tonight as stated on the agenda. Trustee Fletcher and Trustee Lee have some changes that they would like to be made to these minutes. Once these changes are sent to Aprile and Mayor Duff, the changes will be made and forwarded to the Board for review/approval.

3. Action Items:

Banner Requests:

The Livingston County Suicide Prevention Task Force is requesting the placement of two banners near the Village Park:

1. SUNY Geneseo Out of the Darkness Walk
Banner requested to go up on Monday, April 25th and come down on Monday, May 2nd.
2. World Suicide Prevention Day which is September 10th
Banner is requested to go up on Monday, September 5th and come down on Monday, September 12th.

Trustee Fletcher moved approval of these two banners as stated with second from Deputy Mayor Ivers. There was no discussion and the motion passed with ayes from all.

Budget Transfers:

The old sweeper that was sold at auction sold for \$49,570.00. That money has been received and came into the General Fund Savings Account as a Cash Receipt to Revenue Codes A2665 (\$25,070.00) and A2665R (\$24,500.00). Clerk/Treasurer Mack would like to replenish the DPW Equipment Reserve Line (A231D) and Sewer Sale of Equipment Not Reserve Line (G2665) with part of these funds as follows:

Transfer From: (Debit)		Transfer To: (Credit)		
A2665R	General Sale of Equipment - Reserves	A231D	General - DPW Equipment Reserve	\$24,500.00
A2665	General Sale of Equipment – Not Reserve	G2665	Sewer - Sale of Equipment – Not Reserve	\$ 8,000.00
			Total	\$32,500.00
			Left in A2665	\$17,070.00

Deputy Mayor Ivers moved to approve the transfers as described above. Trustee Fletcher seconded the motion. There was no discussion. The motion passed with ayes from all.

2022 GLOW YMCA Summer Recreation Contract:

GLOW YMCA has submitted a Memorandum of Understanding (MOU) for Summer Recreation 2022. The program will run from June 27th through August 5th from 9am-1pm Monday through Friday at Highland Park. Swimming is being offered this year at an additional flat fee of \$12,000. The YMCA will comply with all federal, state, and local laws and Executive Orders applicable to the COVID Pandemic or any other communicable disease. The YMCA and Village of Geneseo reserve the right to halt, postpone or suspend program operations indefinitely based on the federal, state, and local laws and Executive Orders arising from the COVID Pandemic.

Deputy Mayor Ivers moved to enter into an agreement with GLOW YMCA for the 2022 Summer Recreation program. Trustee Fletcher seconded the motion. There was no discussion and the motion passed with ayes from all.

Abstract of Unaudited Vouchers for January (Month #008):

Following review by Trustee Woods, the Board reviewed Abstract #008 of the 2021-2022 Fiscal Year. Trustee Woods moved and Deputy Mayor Ivers seconded the motion to approve payment for vouchers in the following amounts:

	Voucher Beginning #	Voucher Ending #	Total Claims
General Fund Vouchers	581	661	\$ 60,841.57
Water Fund Vouchers	581	657	\$ 40,881.63
Sewer Fund Vouchers	581	655	\$ 18,311.35
	Grand Total Vouchers		\$ 120,034.55

Mayor Duff asked if there were any questions or if any vouchers stood out to the Board. Hearing none, the motion passed with ayes from all.

4. Discussion Items:

Employee Handbook:

Deputy Mayor Ivers has been reviewing the Employee Handbook. The section labeled Leave for Hourly Paid Employees needs to be updated immediately. The Handbook currently states:

“An agreement made 14 September 1992 between the Board of Trustees of the Village of Geneseo and the part-time, hourly paid, staff of the Village specifies that any part-time Village employee who is not covered under any collective bargaining agreement and has worked at least 15 days out of each of the preceding 12 months shall accrue one day equivalent to their normally scheduled workday paid leave at the end of each month. This paid leave may be used by the employee for any purpose subject, where possible, to approval in advance by the Village Clerk acting on behalf of the Village Board. The hours and rate for the paid leave days shall be at the same hours and rate as the employee’s normally scheduled workday during the preceding year. Activities such as special events, vacation fill-in, and emergencies, shall not be included. This paid leave is in lieu of any other benefit for paid holiday, vacation, personal or sick time. Paid leave days may be accumulated to a maximum of 18 days. The Village Clerk shall maintain records of all accumulated leave. There shall be no compensation or buy out for any unused leave at any time including year-end, retirement, and separation from Village service. Upon separation from Village service all accrued leave days are forfeited and no leave days may be used or accrued in the last 30 days of service. Any employee may make application to the Village Board for special consideration of an unusual situation.”

This basically means that a part-time employee who works 10 days a month (8 hours per day) based on their schedule does not receive any paid time off, but a part-time employee who works 20 days a month (2 hours per day) based on their schedule does earn paid time off.

Deputy Mayor Ivers offered the following changes for discussion:

An agreement made January 24, 2022 between the Board of Trustees of the Village of Geneseo and the part-time, hourly paid, staff of the Village specifies that any part-time Village employee who is not covered under any collective bargaining agreement shall be granted 2.5 days (equivalent to their day) of paid time off at the time of hire and will accrue .5 days (equivalent to their day) of paid time off for every 40 hours of work. This paid leave may be used by the employee for any purpose subject, where possible, to approval in advance by the Village Clerk acting on behalf of the Village Board. The hours and rate for the paid leave days shall be at the same hours and rate as the employee's normally scheduled workday during the preceding year. Paid leave days may be accumulated to a maximum of 15 days of the employees' days. The Village Clerk shall maintain records of all accumulated leave. There shall be no compensation or buy out for any unused leave at any time including year-end, retirement, and separation from Village service. Upon separation from Village service all accrued leave days are forfeited and no leave days may be used or accrued in the last 30 days of service. Any employee may make application to the Village Board for special consideration of an unusual situation.

Trustee Lee asked how long it would take for an employee to get to the maximum of 15 days. Mayor Duff stated that that would depend on each individual, noting that part-time employees are not paid for holidays, sick time, or vacation time. This would give each part time employee an incentive.

Deputy Mayor Ivers asked that if the Board decides to move forward with this change, that it be retroactive to June 1, 2021, for Front Desk Clerk's Paul Harvey and Lauraine Montemarano and any part-time police officers. This would also be retroactive to the time Larry May began as Parking Enforcement Officer just a few weeks ago.

The Board agreed to move forward, therefore, Deputy Mayor Ivers moved to approve the updates as presented with second from Trustee Woods. With no further discussion, the motion passed with ayes from all.

5. Board Updates/Information:

Village Court: Deputy Mayor Ivers reported the following as submitted by Court Clerk Molisani: Between January 1st and January 24th, the following number of tickets were issued:

	<u>2022</u>	<u>2021</u>	<u>2020</u>
Village Total	20	39	90
Town Total	52	94	60

Court Clerk Molisani anticipates an uptick in eviction filings as Governor Hochul did not extend the eviction moratorium.

Mayor Duff noted that the Town/Village Court Contract expired on the 31st of December.

Police Department: Trustee Woods reported that Police Chief Osganian has submitted the 2021 Annual Report. The report is very comprehensive and lists all the grants and funding Chief Osganian was able to obtain over the year in one document. This report will be posted on the Police Department's webpage of the www.geneseony.org website.

Livingston County Murals Update: Trustee Lee reminded the Board that the Livingston County Murals Steering Committee will be meeting on Thursday morning January 27th at 8:30am in the Livingston County Government Center to choose a specific design for the mural project.

Department of Public Works (Street Dept., Water Dept., Sewer Dept.): Trustee Lee reported the following on behalf of Superintendent of Public Works Dan Quinlan:

1. The Water Department is in the process of finishing quarterly water meter readings. They have replaced some water meters that were discovered to be bad or needed to be replaced.

2. The crews have been snow plowing and removing snow. There is a mountain of snow behind the fire hall where snow is hauled from Village streets.
3. The ice rink at Highland Park is about one-third usable as of this morning. The heavy snow last week broke through some of the thinner sections of ice. Once the ice is uniformly thick enough to hold the tractor the crew will remove all of the snow and put a fresh layer of water down to form ice weather permitting.
4. Parts are in for the emergency repair at the wastewater plant. The contractor is expected to be on site today or tomorrow to make the necessary repairs.
5. GVE electrical contractor has completed the first phase of the new electric service in the Geneseo Building. He will be finishing the rest while trying to minimize any disruption to the staff.

Mayor Duff asked if there has been any update from Dan on the Second Street/Oak Street Project. Mayor Duff would like LaBella to give the Board an update at one of the next Board Meetings.

Fire Department: Trustee Fletcher reported the following from Fire Chief Chanler:

1. The Fire Department assisted Livonia with a house fire on January 22nd.
2. The Fire Department assisted Mount Morris with a house fire this morning (1 AM).
3. The Department is looking forward to the return of the SUNY Geneseo EMS/Fire Department Members for the spring semester.
4. The Department has upwards of ten members taking the spring NYS EMT course, which finishes in May.

Promote Geneseo!: Trustee Fletcher reported that Jacob Caplan and Melissa Hughes are now the Co-Chairs of the Committee. Promote Geneseo! is opening a bank account, therefore taking their funds out of the hands of the Town of Geneseo who had been holding it for them. They plan to elect a treasurer soon.

Samantha Brown's Places to Love which airs on WXXI will be doing a show on the Genesee Valley, which will air on January 27th at 8:30pm.

Comprehensive Plan: Trustee Fletcher reported that the Comprehensive Master Plan Committee is proceeding, but rather slow. A second public forum is tentatively scheduled for February 10th. Mayor Duff wondered when the Committee would be coming before the Board to give an update. Trustee Fletcher will mention this to the Committee. Trustee Fletcher stated that she has drafted a letter to the Livingston County News regarding the Comprehensive Plan. She will forward that to the Board for their comments and suggestions prior to sending it the paper for publication.

The survey is still available, and several flyers have been posted around the Village asking people to partake in the survey. Paper copies of the survey are also available at five different locations which can be dropped off at the Village Clerk's Office. Those paper copies turned in will be entered by the Steering Committee. Promote Geneseo! has also been advertising the survey on their social media platforms.

A letter regarding the Comprehensive Plan update and survey has been sent to Geneseo Central School Faculty and Staff and should hopefully be going home in elementary students' backpacks. Mayor Duff appreciates these efforts but noted that approximately only 50% of those children live in the Village. She also asked how the survey responses are being tracked.

Trustee Fletcher noted that she is somewhat frustrated with the process and that there is now not a business owner, SUNY Geneseo student, or mobility impaired person on the committee.

Mayor Duff Items/Information:

WWTP Project (UV Project at Sewer Plant): Mayor Duff and Clerk/Treasurer Mack met with Donegan's Office this morning to sign all closing documents for long-term financing on the UV Project at the Sewer Plant. MRB Group Engineers were able to secure two grants which assisted with the costs of the project and the EFC Loan is at 0% Financing. Therefore, instead of long-term financing for thirty years, the Village was able to secure fifteen-year financing at the same cost per year of \$22,000 which we have been paying on the short-term financing the last two years.

Snow and Ice Removal on Sidewalks: Per Village Code, no owner, occupant, tenant or other person owning or occupying any lot or premises in the Village, shall permit any snow, ice or other substance to collect or remain on any sidewalk. The Village of Geneseo does plow sidewalks as a courtesy, however some accumulation still remains. The ultimate responsibility and liability for ice and snow accumulation removal belong to the property owner or occupant.

However, it has come to Mayor Duff's attention that sidewalk ingress/egress areas are being blocked by plowed snow that the Village has plowed. This should be taken care of by the Village. Other parts of sidewalks are being blocked when homeowners/business owners have their independent contractor plow their driveways, this should be taken care of by the independent contractor or homeowner. Other parts of sidewalks are covered by snow that will turn into ice, but the Village does not have the equipment or personnel to clean these sidewalks completely of snow/ice.

Deputy Mayor Ivers noted that even requesting the Department of Public Works to salt the sidewalks may not be a good idea as salt has the potential to kill plants and bother dog paws.

Trustee Woods felt as though the Village should be addressing the areas of concern, especially those that have been brought to the Mayor's attention.

Mayor Duff noted that in some communities, property owners are charged by the municipality if they need to remove snow and ice. Trustee Lee stated that according to Code the Village can do this but would not want to do it if it was for someone that was not able to get out there to do it themselves.

Deputy Mayor Ivers hopes that neighbors will assist other neighbors in times like this, especially if they are not able to do it themselves. It is not the Village's responsibility to make the sidewalks free and clear of all snow and ice.

Trustee Fletcher agreed that the trouble spots should be taken care of by the Village as soon as possible.

Further discussion continued, and it was agreed that the Village will take responsibility for those areas that need attention, and that the Village will take better care of intersections where there is a sidewalk ingress/egress.

Department of Public Works Union: Mayor Duff received a letter today from President Scott R. Phillipson, Esq. of the SEIU Local 200 United Union (Public Works Union) regarding contract renewal. The SEIU Local 200 United Union Contract with the Department of Public Works expires on May 31, 2022. They have requested information be submitted to them in anticipation of upcoming negotiations.

College Community Meeting: Trustee Lee reminded the Board of the College/Community meeting to be held on Thursday, February 10, 2022, at 8:15am in DOTY Hall.

Clerk/Treasurer Report: The October Financial Reports have been issued and either emailed or put into Department Heads and Board Members mail folders.

6. Executive Session:

Deputy Mayor Ivers moved to go into executive session at 6:26pm to discuss

1. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
2. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Trustee Fletcher seconded the motion. The motion to enter executive session passed with ayes from all. Clerk/Treasurer Mack excused herself and left the building.

7. The following was reported by Mayor Margaret Duff:

At 7:16pm, Deputy Mayor Ivers moved to come out of executive session. Trustee Fletcher seconded the motion and the motion passed with ayes from all. It was noted that no action was taken during executive session.

After exiting executive session, Deputy Mayor Ivers moved to transfer 18.145 days of accrued vacation time for April S. Mack into her sick bank. This is a one-time transfer. Trustee Fletcher seconded the motion and the motion passed with ayes from all.

Mayor Duff reported that the Board had a conversation about the COVID pandemic and guidelines to return back to work after testing positive for COVID.

Deputy Mayor Ivers moved that the Village of Geneseo will require all employees who test positive for COVID to follow the NYS guidelines as published on the NYS website in respect to returning to work. Those guidelines are evolving frequently. Trustee Fletcher seconded the motion. Mayor Duff noted that NYS guidelines are not to be read as Livingston County, CDC (Centers for Disease Control and Prevention), GCS (Geneseo Central School) or any other outside entities guidelines. NYS currently has clear descriptions of symptoms individuals must be free of prior to returning to work, including wearing a mask.

8. Adjourn:

With no further discussion, Deputy Mayor Ivers moved to close the meeting at 7:28pm. Trustee Woods seconded the motion and the motion passed with ayes from all.

April S. Mack, Clerk/Treasurer