

Official Minutes

An Organizational meeting of the Town Board of the Town of Lima, County of Livingston and the State of New York was held at the Town Hall, 7329 East Main Street, Lima, New York, on the 7th day of January 2016 at 6:30 P.M. Notice was printed in the Mendon-Honeoye Falls-Lima Sentinel.

PRESENT: Supervisor, Pete Yendell
Councilperson, Cathy Gardner
Councilperson, Bruce Mayer
Councilperson, Bill Carey
Councilperson, Dan Marcellus
Town Attorney, Steve Kruk
Town Clerk, Jennifer Shanks, CMC/RMC

EXCUSED: Highway Superintendent, Keith Arner

Guest(s): No Guests

Supervisor Yendell called the meeting to order at 6:30 P.M., with the Pledge to the Flag.

Audit of Claims

Resolved that the bills contained on Abstract #1 have been reviewed by the Town Board and are authorized for payment in the following amounts:

| | | |
|-----------------------|------------------|-------------|
| General Funds: | No. 1 through 14 | \$ 3,173.85 |
| Water Funds 1, 2, &3: | No. 1 through 3 | \$ 1,143.00 |
| Highway Funds: | No. 1 through 12 | \$ 3,117.61 |

On a motion by Councilperson Mayer, seconded by Councilperson Gardner the vote went as follows:

CARRIED: Ayes: 5 Yendell, Gardner, Marcellus, Mayer, Carey
Nays: 0

December 29th End-of-Year Minutes

The minutes of the December 29th meeting were approved as presented on a motion by Councilperson Mayer, seconded by Councilperson Gardner, the vote went as follows:

CARRIED: Ayes: 5 Yendell, Gardner, Marcellus, Mayer, Carey
 Nays: 0

Organizational Appointments

The Board approved the following on a motion by Councilperson Mayer, seconded by Councilperson Gardner, CARRIED

| | |
|--|----------------------------------|
| Town Bank: | Five Star Bank |
| Secondary: | M&T and Canandaigua National |
| Town Newspaper: | Sentinel |
| Accounting & Payroll: | Baldwin Business Services |
| Supervisor: | J. Peter Yendell |
| Town Justices: | Elvira Luhowy & Harold Harris |
| Deputy Supervisor: | Cathy Gardner |
| Town Clerk/Tax Collector: | Jennifer Shanks |
| Deputy Clerk: | Mary Smith |
| Superintendent of Highways: | Keith Arner |
| Building Inspector | Charlie Johnson |
| Librarian: | Meghan - temporary |
| Historian: | Doug Morgan |
| Records Management Town: | Jennifer Shanks |
| Records Management Court: | Carol Tichenor |
| Court Clerk: | Carol Tichenor |
| Court Liaison | Bill Carey |
| Town Attorney: | Steve Kruk |
| Secretary to Joint Planning/Zoning Boards: | Cindy DePuy |
| Maintenance: | Roy Moses |
| Town Engineer: | Clark Patterson Lee |
| Registrar of Vital Statistics: | Jennifer Shanks |
| Deputy Registrar: | Mary Smith |
| Representative-County Traffic | Bruce Mayer |
| Alternate: | Pete Yendell |
| Custodian: | Melinda Bailey |

All Highway bills, water bills and general bills to be audited the first meeting of the month.

MUTUALLY AGREED ON LIAISON POSITIONS:

| | |
|---|---------------------------------------|
| Liaison to Highway Department: | Pete Yendell |
| Liaison to Planning Board: | Cathy Gardner |
| Liaison to Parks Commission: | John Correll/Dan Marcellus/Bill Carey |
| Liaison to Library Board: | Bruce Mayer |
| Liaison to Ag Committee | Cathy Gardner |
| Liaison to Community Services: | |
| Crossroads: | Dan Marcellus/Bill Carey |
| Golden Age: | Bruce Mayer |
| Liaison to Cemeteries/Lawn Care: | Bill Carey |
| Liaison to Zoning Board of Appeals: | Cathy Gardner |
| Liaison for Village: | Pete Yendell |
| Facilities Planning & Buildings/Grounds: | Town Board |
| Master Plan Communications: | Town Board |
| Personnel & employee Relations: | Pete Yendell/Cathy Gardner |
| Marketing Commercial & Industrial Growth: | Dan Marcellus/ T. Board |
| Expansion of Recreation Program: | Bruce Mayer |
| Project Funding & Grants: | Bill Carey/T. Board |
| Historical Society | Bruce Mayer |

The standard workday for retirement calculations for elected and appointed officials, not subject to time and attendance reporting, shall be 6 hours. These positions include: Town Board Members, Assessor, Highway Superintendent, Town Justices and Town Supervisor.

Conflict of Interest Forms-to be signed-distributed January 7th 2016

Town Boards & Commissions

Joint Town & Village Planning Board
Meet 3rd Wednesday of each month

Chairman

| | | | |
|----------------|--------------------|----------|-----------|
| George Gotcsik | 7364 East Main Rd. | 624-1854 | 2011-2018 |
|----------------|--------------------|----------|-----------|

Vice Chairman

| | | | |
|---------------|------------------|----------|-----------|
| George Harvey | 2563 Poplar Hill | 624-1981 | 2011-2016 |
|---------------|------------------|----------|-----------|

Members

| | | | |
|------------------------|--------------------------|----------|-----------|
| Brandon Armes | 7353 East Main Street | 208-9188 | 2013-2017 |
| Rose Reynolds | 7304 West Main Street | 624-9464 | 2014-2018 |
| Colleen Allen | 1325 Rochester Street | 624-1522 | 2015-2019 |
| Doug Best | 1411 Bragg Street Street | 582-2956 | 2013-2017 |
| Paul Osborne | 7379 East Main Street | 624-8186 | 2012-2016 |
| Amy Klausner-alternate | 7926 East Main Rd. | 624-5501 | 2013-2016 |

Zoning Board of Appeals

Meet as needed

Chairman

| | | | |
|-------------|------------------------|----------|-----------|
| John Bailey | 1887 Livingston Street | 624-1060 | 2012-2016 |
|-------------|------------------------|----------|-----------|

Vice Chairman

| | | | |
|--------------|-------------------|----------|-----------|
| Jim Van Dick | 2031 Rainbow Lane | 624-5817 | 2013-2017 |
|--------------|-------------------|----------|-----------|

Members

| | | | |
|----------------|---------------------|----------|-----------|
| Dennis Neenan | 2275 Clay Street | 582-1345 | 2013-2017 |
| Duane Thompson | 2630 Clay Street | 624-1423 | 2015-2019 |
| Duane Fuller | 1840 Genesee Street | 624-7452 | 2015-2014 |
| Andy Matthews | 7340 Doran Lane | 624-1386 | 2014-2018 |
| Steve Werner | 7280 Kober Drive | 624-2611 | 2013-2017 |

Board of Ethics

| | | | |
|-------------------|-----------------------|----------|-----------|
| John Andrews | 6963 W. Main Street | 582-1137 | 2011-2020 |
| Michael Oklevitch | 7261 Kober Drive | 582-2053 | 2015-2019 |
| Kevin Simmons | 7446 East Main Street | 624-5586 | 2014-2018 |
| Hildegard Turk | 7420 College Street | 624-1399 | 2013-2017 |
| Mary Jule Welch | 1738 Rochester Street | 624-4206 | 2012-2016 |

Town Assessor

6 Year Term

| | | | |
|-----------------------|-----------------------------|----------|-----------|
| Robert Morgan | 58 Canfield Road, Pittsford | 705-2011 | 2007-2019 |
| Marilyn Zaludny-Clerk | | | |

Assessment Board of Review

| | | | |
|---------------|---------------------|----------|-----------|
| Colleen Allen | 1325 Rochester Road | 624-1522 | 2014-2018 |
| Doug Best | 1411 Bragg Street | 582-2956 | 2013-2017 |
| Gary Milburn | 2021 Rainbow Lane | 582-2509 | 2012-2016 |

| | | | |
|----------------|-----------------------|----------|------------|
| John Sylvester | 7457 East Main Street | 582-2223 | 2015-2019 |
| Roy W. Moses | 2713 Poplar Hill Rd. | 346-2771 | 2014- 2020 |

Parks Commission

Matt Gaynor
 Tim Curran
 Charlie Johnson
 Christian Nikodem
 Ben Dodzweit
 Virginia Mazzarella

Historic Preservation Commission

| | | |
|------------------|----------|------|
| Martha Sempowski | 624-2626 | 2020 |
| Fran Gotcsik | | 2016 |
| Robin Hargrave | | 2017 |
| Rose Reynolds | | 2018 |
| Karen Hanson | | 2019 |
| Robin Ha | | 2017 |

Green Energy Committee

| | |
|--------------------------|----------|
| John Sempowski, Chairman | 624-2626 |
| Jim Alday | |
| Doug Best | |
| Anthony Powell | |

Agricultural Committee-3 year term

| | |
|-------------------------|-----------|
| Dennis Neenan, Chairman | 2014-2016 |
| Ted Zornow | 2015-2017 |
| Dick Gruschow | 2014-2016 |
| Ed Blodgett, Jr. | 2013-2018 |
| Ron Blodgett, Jr. | 2015-2018 |
| Jeff Shanks | 2015-2017 |
| Mike Neenan | 2015-2017 |
| Marc Krieger, Alternate | 2015-2017 |

Lima Golden Age Club

| | | |
|--|-------------------|----------|
| Marilyn Stuart & Barb York – Co-Chairing | | |
| Joan Riley | Secretary | 624-4160 |
| Sue Menz | Sunshine Chairman | |

Library Board

| | |
|-------------------------------|-----------|
| Shirley Caccamise - President | 2010-2019 |
| Christina Preston | 2012-2016 |
| Sharon Neenan | 2013-2017 |
| Sandi Shusda | |

*** Special Meetings may be called with a two day notice and public posting in 3 locations, example: Town Clerks Legal Bulletin, Kirkwood's, USPS and Save-a-Lot, with notice given to the news media as well.***

Dated January 7, 2016

Resolution #1 of 2016 – Blanket Undertaking

Resolution #1 of 2016

WHEREAS, section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered there-under, now, therefore, be it

RESOLVED, that the Lima Town Board consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

- Public Officials Liability Policy, provided by NYMIR, Policy Number MPOLTMA001.
- Government Crime Policy provided by NGM Insurance Company, Policy Number F200038.

Dated at Lima, New York
January 7, 2016

LVINGSTON COUNTY
LIMA TOWN BOARD
LIMA, NY 14485

THIS IS TO CERTIFY that I, the undersigned Clerk of the Lima Town Board of the County of Livingston, have compared the foregoing copy of resolution with the original resolution now on file in this office and which was duly adopted by the Lima Town Board of said County on the 7th day of January, 2016 and that the same is a true and correct transcript of said resolution and of the whole thereof.

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the Lima Town Board of the County of Livingston, this 7th day of January, 2016.

Reports- Supervisor's, Building Inspector, and Ambulance

Supervisor Yendell confirmed receipt of reports with board members. On a motion by Councilperson Gardner to accept reports as read, seconded by Councilperson Mayer the vote went as follows:

CARRIED: Ayes: 5 Yendell, Gardner, Marcellus, Carey
Nays: 0

NYSDOT and Town of Lima Shared Services Agreement

Superintendent Arner asked for board approval to sign the Shared Services Agreement with the NYSDOT. This agreement allows NYSDOT to provide emergency assistance to municipalities in the absence of a Governor's Emergency Declaration. For services or material that are valued at less than \$10,000, NYS Comptroller rules allow NYSDOT to "trade" services utilizing a simple one page agreement. Having such an agreement in place facilitates the ability to provide support more quickly when an emergency arises.

Upon motion by Councilperson Gardner to accept and sign the agreement, seconded by Councilperson Carey, the vote went as follows:

CARRIED Ayes: 5 Yendell, Gardner, Marcellus, Carey
Nays: 0

Furnace at the Troopers Barrack

Supervisor Yendell informed the board that Rivard Heating and Cooling of Greene Village Drive, Lima, will install a new furnace at the court house, specifically in the State Troopers barrack, for \$1200.

Express Pay

Supervisor Yendell informed that board that a representative from Express Pay, a credit card servicing company, will be out to speak about credit card services at the Town Hall at the February 4th meeting.

Review of Policies and Procedures

Supervisor Yendell asked three board members to review a policy for the Town of Lima for possible changes or comment. Councilperson Marcellus reviewed the Personnel Policy and recommended the section titled

“probationary period” should be changed to read 90 days. After discussion it was agreed to make said change upon motion by Councilperson Marcellus, seconded by Councilperson Mayer, the vote went at follows:

CARRIED Ayes: 5 Yendell, Gardner, Mayer, Marcellus, Carey
Nays: 0

Councilperson Mayer and Councilperson Carey did not get a chance to review their policies and will do so before the February meeting.

Joint Meeting with the Village of Lima

Supervisor Yendell informed the board Linda Banfield, Village Clerk, had given him a date of February 9th at 6:30 PM for a joint Town and Village meeting.

Upon Motion by Councilperson Gardner to adjourn at 8:00 P.M., seconded by Councilperson Mayer, the vote was unanimous.

Respectfully Submitted by:

Jennifer Shanks, Town Clerk