

Official Minutes

A regular 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 2nd day of February 2017 at 6:30 P.M. Notice was printed in the Mendon-Honeoye Falls-Lima Sentinel.

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

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

Guest(s): Carter Parker (Cub Scout), Christy Parker (mom to Carter), Nick Boggi (Cub Scout), Tara Boggi (mom to Nick), and Anna Leslie (Reporter for Genesee Sun)

Reports-Motion to Accept Supervisor's Report –Review Ambulance & Building Inspector Reports (if received)

Supervisor Yendell read the Supervisor's Report and mentioned receipt of the Building Inspector Report, no Ambulance report received before meeting. On a motion by Councilperson Gardner to accept the Supervisor's reports, seconded by Councilperson Marcellus the vote went as follows:

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

Audit of Claims

Resolved that the bills contained on Abstract #2 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Funds:	No. 20 through 55	\$ 18,428.01
Water Funds 1, 2, &3:	No. 1 through 3	\$ 1,958.16
Highway Funds:	No. 5 through 21	\$ 17,531.07

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

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

January 5th Minutes

The minutes of the January 5th board meeting were approved on a motion by Councilperson Marcellus, seconded by Councilperson Mayer, the vote went as follows:

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

HFL Youth Baseball Contract

Attorney Kruk informed the board that he will be presenting the HFL Youth Baseball Contract at a Joint Town & Village Board meeting February 14th where both boards will sign same. A copy will be available in the Town Clerk’s Office after.

Personnel Policy

Councilperson Marcellus accepted the task of reviewing the Personnel Policy to review for any changes. After discussion the board agreed to change the following:

1. Title: Work Week and Wage Information – currently reads: each work week consists of six (6) days and runs from Wednesday through Tuesday. Amended to read: each work week consists of seven (7) days and runs from Wednesday through Tuesday.
2. Title: Grievance Procedure – currently reads: The Board will respond in writing within five (5) days of the next regularly scheduled Board meeting. Amended to read: The Board will respond in writing within five (5) days after the next regularly scheduled Board meeting.

3. Title: Hospitalization and Medical/Dental Benefits – currently has a section “C” titled Drop Payment. This was an option employees had to receive a specified amount for dropping medical coverage. Amended: This section was taken out completely. The board agreed that if an employee wants insurance they have that option but will not get paid to not have coverage. A motion was made by Councilperson Mayer to delete this section, seconded by Councilperson Mayer, the vote was unanimous.
4. Title: Travel Reimbursement – currently reads: For example, as of January 1, 2013 the permitted IRS mileage reimbursement rate is .56 ½ cents per mile driven in the employee’s private vehicle. Amended to read the current federal rate for that year.
5. Title: Changes – currently reads: The overtime or compensatory time will be at the rate of time and one-half of the regular hourly rates and is at the employee’s discretion. Time must be taken within the next two (2) pay periods (1 month). Amended to read: Time must be taken within the pay period (1 month).

Further discussion will be held, after more research, at the March 2nd meeting relating to Federal and State Family Medical Leave Laws and Performance Evaluation section. A signed copy will be available after said meeting.

Investment Policy

Councilperson Mayer accepted the task of reviewing the Investment Policy. He noted that HSBC is no longer a bank utilized by the Town and therefore should be removed. He also noted under “Safekeeping and Collateralization” the word “and” should be replaced with “to”. Both changes have been made and an updated copy will be signed at the March 2nd meeting. A copy will be available after said meeting.

Procurement Policy

Councilperson Gardner accepted the task of reviewing the Procurement Policy. She suggested adding “during the annual budget process” under “Guideline 1” last paragraph to read: The information gathered and conclusions reached, during the annual budget process, shall be documented and kept with the file or other documentation supporting the purchase procurement activity. Changes have been made and will be signed at the March 2nd meeting.

Establish Petty Cash

After discussion it was agreed that Building Inspector, Charlie Johnson, does not need petty cash for mailings or to make change. They suggested he get the needed money from applicants instead. The board did agree Court Clerk, Tichenor should have petty cash in the amount of \$50, to make change.

Motion by Councilperson Carey allowing a \$50 petty cash allowance for the Court Clerk, seconded by Councilperson Mayer, the vote went as follows:

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

Highway Equipment Trailer- Advertise for Bids

Superintendent Arner requested board approval to advertise for the purchase of a 2017 tag along equipment trailer at an approximate cost of \$15,000.

Upon motion by Councilperson Mayer to go out to bid and publish for said trailer, second by Councilperson Gardner, the vote went as follows:

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

New York State Model Solar Energy Law

Councilperson Gardner stated the Ag Committee will be meeting and will get their input and bring comments to the March 2nd meeting. She also stated Heather Ferrero, Deputy Director of the Livingston County Planning Department searched for available properties and indicated there are very few properties for said larger scale solar in our community.

Retirement of Norm Caccamise from the Lima Ambulance

Supervisor Yendell informed the board he received a card from Norm Caccamise that he is retiring after 35 years of service on the Lima Ambulance.

Court Book(s) Audit

Councilperson Mayer and Councilperson Carey reviewed the Justices books and found they are satisfactory.

Request to Change Engineering Plans for Bridge Work

Superintendent Arner asked for board approval to change his plans to build a bridge on Cleary Road. He suggested having Don Higgins, Livingston County Highway Superintendent, complete the engineering portion of the bridge. The board agreed Mr. Higgins would do a great job, as he has a lot of experience

with same. Upon motion by Councilperson Marcellus, seconded by Councilperson Gardner, the vote went as follows:

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

General Notes:

Councilperson Gardner is working on the Town Newsletter to be mailed mid-April.

Councilperson Mayer indicated another Historical Society tour will be held in September.

Councilperson Mayer indicated the Food Pantry helped 91 families over the holidays.

Upon Motion by Councilperson Gardner to adjourn at 7:55 P.M., seconded by Councilperson Marcellus, the vote was unanimous.

Respectfully Submitted by:

Jennifer Shanks, CMC/RMC
Town Clerk