

Official Minutes

A special meeting of the Town and Village Boards 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 29th day of March 2014 at 9 AM. Notice was published in the Sentinel.

PRESENT: Supervisor, Pete Yendell
Councilperson, Cathy Gardner
Councilperson, Dan Marcellus entered meeting at 9:25 AM
Councilperson, Bruce Mayer
Town Clerk, Jennifer Shanks
Mayor, Carl Luft
Village Trustee, Joe Schwing
Village Trustee, John Correll
Village Trustee, Jerry Warsaw
Excused: Highway Superintendent, Keith Arner
Department of Public Works, Ben Luft
Town Attorney, Steve Kruk
Absent: Councilman, Bill Carey

Guest(s): Dr. John Sempowski

Supervisor Yendell called the meeting to order at 9 am with the Pledge of Allegiance.

Shared Services

Councilperson Gardner distributed a 3 page handout, including a summary of Lima's existing town and village shared arrangements and a listing of potential new opportunities. She explained that she had read through some formal shared services studies completed by other municipalities, available on-line, and pointed out that the studies seek to identify collaborative options that have the potential to create efficiencies and/or streamline services to residents, both from an operational and cost-saving perspective.

The first page was titled “Town & Village of Lima, New York Summary-Existing & Potential Shared Services Opportunities March 2014. The existing shared services are as follows:

- Joint Comprehensive Plan
- Joint Town & Village Board meetings for collaborative discussion and initiatives
- Building Inspector – also with Village of Honeoye Falls
- Common Fee Scheduled – Building Department
- Assessor
- Historian
- Joint Planning Board
- Joint Zoning Board of Appeals
- Joint Historic Preservation Commission
- Joint Park Commission
- Local Court
- Town & village Offices co-located in single building at Town Hall
- Town Highway Dept. and Village DPW locations adjoin, operate out of separate buildings (work together on some projects & share equipment on as-needed basis)
- Town & Village Park – Town & Village Boards manage jointly; expenses shared equally
- Town contracts with Village to provide fire services through a fire district
- Town contracts with Village to provide emergency services via Volunteer Ambulance Facility
- Shared copy machine
- Joint Summer Youth Program with Honeoye Falls & Mendon
- Donated medical equipment –no- cost resident loan program
- Library
- Joint participation and funding for downtown signage and façade improvement program - LCEDA (Livingston County Economic Development Agency)-per Mayor, Carl Luft
- Joint grant projects, per Councilperson Cathy Gardner
- Green Energy Committee, per Trustee Jerry Warsaw

The 2nd page titled “Separate Services” listed the following

- Elected Town & Village Boards
- Town & Village Administration – Clerks and part-time Deputy Clerks

- Town & Village Highway functions-elected Town Highway Superintendent & (4 FT) town clerk, appointed Village DPW Superintendent & (4 FT) Village Crew.
- Town Hall, Court, Library occupy 3 buildings at 3 locations
- Town Code and Village Code

The 3rd page titled “Opportunities for Additional Shared Services/ Cost Savings / Efficiencies listed the following

- Health Insurance Consortia for reduced benefit cost
- Single telephone /internet purchase arrangement to service Town Hall users
- Joint purchasing on items that are not procured on bid price, cooperative fuel agreement, shared IT
- Future investments –additional shared equipment between Town Highway & Village DPW – share mowers used for park and cemetery maintenance?
- Sharing manpower to reduce overtime requirements
- Maximize “in-house” equipment maintenance & repairs by sharing personnel expertise
- Consolidation of Court and Police Functions to Town Hall with accessibility enhancements, return Court building to tax roll.
- Additional resource sharing with nearby communities, Livingston County
- Continuous resident service through lunch hour via staggered Town/Village Office closings, e.g. 11:30 – 12:30 and 12:30 – 1:30
- Joint Shared Services Committee?? e.g. Town/Village Boards + Highway & DPW + Residents.
- Consider a formal town/village shared services study if State funding will cover cost.
- Consider drop box, midday service hours to improve access for resident transactions
- Lawn mowing exchange with school district.
- Identify fuel suppliers to HF-L School District and Livingston County to expand potential base of fuel bid responses

Time Warner

Supervisor Yendell mentioned Time Warner was used by both the Town and Village of Lima. Trustee Warsaw and Mayer Luft both agreed the Village and Town should be sharing these services. Everyone was in favor of having Councilperson Marcellus and Trustee Warsaw look into the IT part of sharing internet and phone through Time Warner.

Shared Service Agreement

Supervisor Yendell mentioned that NYMIR (New York Municipal Insurance Reciprocal) informed him that a shared service agreement needs to be signed for each piece of equipment shared by the Village and Town. Mayor Luft asked that both Ben and Keith create a list of equipment they share and have Town/Village Attorney Kruk create these agreements for approval.

Health Insurance

Councilperson Gardner and Trustee Correll will be working together to speak with multiple brokers to explore opportunities to combine insurance purchase arrangements to contain costs. The Town and Village are both using Excellus, but are not on the same plan. Mayor Luft said that would be ok but he does not want to see employees receiving worse insurance but possibly better insurance. In his words "I do not want to take anything away from my employees". Councilperson Gardner agreed, stating that the medical benefits coverage currently provided is appropriate but further pointed out that it is essential to reconsider how coverage is purchased each year, as available insurance packages change.

Stamps & Scales

Councilperson Gardner asked if a scale for weighing mail could be purchased to serve the assessor's office, to avoid the use of two "Forever" stamps when less incremental postage is required. While the total savings may not be significant, all savings contribute to keeping costs down.

Consolidation

Guest John Sempowski of 7284 Maplewood Avenue would like to see the Town and Village consolidate. Mayor, Carl Luft was opposed to the consolidation. Councilperson Gardner suggested a study be completed. Mayor Luft expressed he is not in favor of completing a study that would cost the Village money when only one resident has approached his board about consolidating. Trustee Warsaw is not in favor of the consolidation but is in

favor of conducting a study. Trustee Schwing was in favor of the study as well and that we can learn something from the study. Town board members present concurred, with support for a study to identify further potential for shared services, provided that State funding for the study is available. Supervisor Yendell will look into possible funding to have the study completed without utilizing taxpayer's money.

Sharing Todd Lyons-Mechanic

Councilperson Gardner mentioned newly hired Todd Lyons of the Town Highway being mechanically inclined and asked if there are more opportunities to benefit from his skills to reduce outside repair and service costs. Mayor Luft indicated there is very little mechanical work that is not done in-house and therefore no need to share a mechanic.

Consolidate Court and Police

Councilperson Gardner asked what others thought of bringing the Court and Police to the Town Hall that would make having an elevator reach the 2nd floor more feasible and then the current Court building can be put back on the tax roll. There was no discussion in favor or opposed. Supervisor Yendell mentioned a possible addition to the Town Hall to house the Troopers and Court may be a better option.

Keeping Town Hall Open during Lunch Hours

Councilperson Gardner stated she would like to see the Town Clerk and Village Clerk stagger their lunches so that the Town Hall Offices are not closed during work. She suggested a clerk take their lunch from 11:30 am to 12:30 pm and the other clerk take her lunch from 12:30 pm to 1:30 pm. Jennifer Shanks, Town Clerk was in favor. Joe Schwing will ask Linda Banfield, Village Clerk. Councilpersons Gardner, Marcellus and Mayer all in favor. Trustee's Correll and Schwing also in favor. Supervisor Yendell and Trustee Warsaw would like to see how much traffic will be generated after a one year survey. Councilperson Gardner mentioned it does not cost anything to have an office opened during lunch for residents to drop off payments. Trustee Schwing mentioned a lock box be installed inside or outside to accept payments or correspondence when the officers are closed. Jennifer Shanks, Town Clerk will do the research for a lock box.

Fuel Pricing

Councilperson Gardner asked if the Town and Village would pool fuel bids jointly would there be a better rate. Supervisor Yendell stated the Town uses mostly diesel and the Village uses gas. Mayor Luft didn't see any reason not to investigate the possibility. Councilwoman Gardner asked Supervisor Yendell to find out where the County gets their gas as well as the school.

Mowing Mark Tubbs Park

Councilperson Marcellus asked if the school would possibly mow the Mark Tubbs Park with some type of trade. Trustee Warsaw and Correll will look into this shared service with the school.

Official Town Business

Expend Funds from Building Reserves

A motion by Councilperson Gardner to expend funds from the Building Reserve funds not to exceed \$25,000 to replace the lift at Town Hall, 2nd by Councilperson Mayer, the vote went as follows:

CARRIED Ayes: 4 Yendell, Gardner, Mayer, Marcellus
Nays: 0

Motion by Councilperson Mayer to hold a public hearing at the April 3rd meeting and publish notice in the Sentinel as well as other locations, second by Councilperson Marcellus, the vote went as follows:

CARRIED Ayes: 4 Yendell, Gardner, Mayer, Marcellus
Nays: 0

A motion by Trustee Warsaw to adjourn at 11:00 AM, seconded by Councilperson Mayer, the vote was unanimous.

Respectfully Submitted:

Jennifer Shanks, CMC/RMC
Town of Lima Clerk