

**REGULAR MEETING, TOWN OF LIVONIA**  
January 5, 2017

A regular meeting of the Town Board of the Town of Livonia, County of Livingston and the State of New York was held at Livonia Town Hall, 35 Commercial Street, Livonia on January 5, 2017.

**PRESENT:** Eric Gott, Supervisor  
Andy English, Councilmember  
Matt Gascon, Councilmember  
Angela Grouse, Councilmember  
Frank Seelos, Councilmember  
Colleen West Hay, Clerk  
Jim Campbell, Attorney, Town of Livonia

**OTHERS PRESENT:** Several Residents.

The Town Board meeting was called to order by Supervisor Gott at 7:00 PM. Clerk Hay led the pledge.

RESOLUTION 1-2017

**APPROVE 2017 TOWN BOARD APPOINTMENTS AND MEETING SCHEDULE**

On motion of Councilmember Grouse seconded by Councilmember English the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the following 2017 Town Board Appointments and meeting schedule:

DEPUTY SUPERVISOR	FRANK SEELOS
TOWN HISTORIAN	BETTY MILES
REGISTRAR	COLLEEN WEST HAY
DEPUTY REGISTRAR	WENDY LIESEGANG
DEPUTY TOWN CLERK	WENDY LIESEGANG
RECORDS MANAGEMENT OFFICER	COLLEEN WEST HAY
MILEAGE RATE	53.5cents /MILE
TOWN ENGINEER	CLARK PATTERSON LEE
MEETING DATES	1st THURSDAY, 7 PM
TOWN ATTORNEY	JAMES CAMPBELL
PLANNING BOARD APPOINTMENT	DON SIMPSON
ZONING BOARD APPOINTMENT	BILL WEBER (VILLAGE)
CHAIRMAN OF JOINT ZONING BOARD	PETER NILSSON
CHAIRMAN OF JOINT PLANNING BOARD	RICHARD BENNETT

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OFFICIAL BANK	FIVE STAR BANK/COMMUNITY BANK
PLANNING BOARD SECRETARY	ALISON HOUK
OFFICIAL NEWSPAPER	LIVINGSTON COUNTY NEWS
COUNTY TRAFFIC SAFETY BOARD	ERIC GOTT
“ “ALTERNATE	ANGELA GROUSE
OFFICIAL RADIO STATION	1040 WYSL

**SUPERVISOR’S APPOINTMENTS**

SECRETARY TO SUPERVISOR	MIKE LAWTON
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TOWN BOARD COMMITTEE APPOINTMENTS

HIGHWAY	MATT GASCON
RECREATION/YOUTH/ BASEBALL	ANGELA GROUSE
VITALE AND HEMLOCK PARK LIASON	ANDREW ENGLISH
LIBRARY	ANGELA GROUSE
EMERGENCY SERVICES LIASON	FRANK SEELOS
JOINT WATER WORKS	ERIC GOTT AND FRANK SEELOS
CLA LIASON	FRANK SEELOS
TRAIL LIASONS	MATT GASCON

RESOLUTION 2-2017

**SUPPORT REGATTA**

Councilmember Gascon announced that the Friends of the Chip Holt Center are planning another “Anything that Floats” Regatta for July 29, 2017 at Vitale Park. They will contact Shirlee Holler regarding the pavilion reservation. Attorney Campbell added that he has no problem with them doing the Regatta again, but suggested that someone from the Friends group notify Andrew Chanler (insurance agent) as soon as possible just in case.

On motion of Councilmember Gascon seconded by Councilmember Seelos the following resolution was

ADOPTED	Ayes -	5 (Gott, English, Gascon, Grouse, Seelos)
	Nays –	0

Resolved to support the “Anything that Floats” Regatta, provided that the insurance agency does not have any objections.

**PRIVILEGE OF THE FLOOR**

A resident asked for an update on the status of the Jack Evans Community Center (JECC). Supervisor Gott replied that the building closed as of November 1, 2016, and the

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Town doesn't have to do much until about May. We are waiting to see if a Not-For-Profit can take it over, or if we have to declare it surplus. The Board will be discussing winterizing the building later in this meeting.

A resident asked if the Town purchased the used Utility Task Vehicle (UTV) from Minnehans, as was discussed at a prior meeting. Supervisor Gott answered that the Town Board decided to purchase a new John Deere from Lakeland. We did not purchase a plow, but could potentially add that in the future. Right now, the park employees just clear snow out around by substation and bathrooms, not all the walkways.

A resident mentioned that he heard that the fees are going up for the C.L.E.A.N. Recycling Center. Councilmember Seelos mentioned that he heard the yearly permit fee was increasing to \$15. Clerk Hay will follow up on this and update the web site if the fee has increased.

Supervisor Gott updated everyone on progress at Vitale Park. He reminded the Board that an Asbestos Study was completed, and a small section of asbestos was found. The fee for removal of the asbestos was \$4,700. The asbestos has been removed, and Supervisor Gott shared that he expects that the building will be demolished this coming week. Charlie Brown (from the Conesus Lake Association) has photos of the asbestos abatement that was done.

RESOLUTION 3-2017  
**APPROVE MEETING MINUTES FROM 12/1/2016**

On motion of Councilmember Seelos seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

Resolved to approve the meeting minutes from December 1, 2016.

**TOWN CLERK'S REPORT – NOVEMBER 2016**

Clerk Hay reminded everyone that the bank statements were not received in time for her to complete the November report at the December meeting, so she gave the following report at this meeting for November 2016:

<i>Paid To</i>	<i>Amount Remitted</i>
Supervisor (General Fund)	\$2,138.77
NYS Comptroller's Office (Bingo and Games of Chance)	\$11.25
County Treasurer for Dog Licenses	\$311.50

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NYS Ag & Mkts for Spay/neuter Program	\$123.00
NYS DECALS	\$1,742.44
State Health Department (Marriage Licenses)	\$67.50
<b>Total Disbursements</b>	<b>\$4,394.46</b>

**TOWN CLERK'S REPORT – DECEMBER 2016**

Clerk Hay gave the following financial report for December 2016:

<i>Paid To</i>	<i>Amount Remitted</i>
Supervisor (General Fund)	\$1,276.62
NYS Comptroller's Office (Bingo and Games of Chance)	\$641.25
County Treasurer for Dog Licenses	\$136.50
NYS Ag & Mkts for Spay/neuter Program	\$49.00
NYS DECALS	\$68.02
State Health Department (Marriage Licenses)	\$0.00
<b>Total Disbursements</b>	<b>\$2,171.39</b>

**TOWN CLERK 2016 ANNUAL REPORT**

Clerk Hay gave the following Annual Report for 2016:

<i>Paid To</i>	<i>2015</i>	<i>2016</i>	<i>+/-</i>
Supervisor (General Fund)	\$32,046.22	\$32,985.81	+939.59
County Treasurer for Dog Licenses	\$3,027.50	\$3,955.00	+927.50
NYS Comptroller's Office	\$667.50	\$686.25	+18.75
NYS Ag & Mkts for Spay/neuter Program	\$1,207.00	\$1,569.00	+362.00
NYS DECALS	\$20,248.07	\$20,883.80	+585.73
State Health Department (Marriage Licenses)	\$900.00	\$697.50	-202.50
<b>Total Disbursements</b>	<b>\$57,360.13</b>	<b>\$60,727.36</b>	<b>+3,367.23</b>

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**Taxes**

Clerk Hay reported that 2017 Town and County tax bills were all mailed on December 30, 2016, and the bills were available to view on our web site starting December 21. We have had a lot of positive feedback regarding being able to view, print or pay taxes on the web site. We have already had a few online payments.

**Town Clerk Updates**

- **Dog Census**
  - The Dog Census resulted in 290 additional dogs being licensed for a total of \$1,450 in enumeration fees.
  - Clerk Hay is still working with dog control to try to get the remaining 60 or so dogs that were discovered through the census licensed.
  - Deputy Clerk Liesegang is working with the Homeowners Association for the Old Meadow Court townhomes to follow up on unlicensed dogs in that development.
- **Records Management Grant**
  - Laserfiche software has been installed and training has been completed.
  - Supervisor Gott will be taking about 56 prepped boxes to Image Data in Albany next week.
  - NYSID will be invoicing us on behalf of Image Data for the scanning that has been completed so far.
  - The following Budget Summary shows where we are to date. The remaining expenses include image scanning (about \$58,000) and salaries for image verification and grant administration, and the associated Employee Benefits.

SUMMARY			
		Budget	Actual
15	Professional Salaries	\$ 3,112.00	\$ 1,113.11
16	Non-professional Salaries	\$ 20,708.00	\$ 7,758.06
40	Purchased Services	\$ 73,829.00	\$15,771.00
45	Supplies and Materials	\$ 9,390.00	\$ 9,386.90
80	Employee Benefits	\$ 2,543.33	\$ 1,111.59
20	Equipment	\$ 9,725.00	\$ 9,725.00
TOTALS		\$119,307.33	\$44,865.66

- **Workplace Violence**
  - Clerk Hay reminded the Board that all staff, including all boards, are supposed to complete Workplace Violence Training annually, and the Workplace Violence Policy should be reviewed every year. The Board

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directed Clerk Hay to contact Phyllis Applin to arrange for the training. They also directed Clerk Hay to email the current Workplace Violence Policy to the Board so that they can review it at the next Town Board Meeting.

- Records Disposition – Clerk Hay presented a Records Disposition Authorization Form dated 1/5/2017 for approval.

RESOLUTION 4-2017

**AUTHORIZE RECORDS DISPOSITION PER FORM DATED 1/5/2017**

On motion of Councilmember English seconded by Councilmember Grouse the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to authorize Clerk Hay to dispose of the Town Clerk and Building and Zoning records listed on the Records Destruction Authorization Form dated 1/5/2017.

RESOLUTION 5-2017

**APPROVE TOWN CLERK’S REPORT FOR NOVEMBER 2016**

On motion of Councilmember Grouse seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the November 2016 Town Clerk’s Report.

RESOLUTION 6-2017

**APPROVE TOWN CLERK’S REPORT FOR DECEMBER 2016**

On motion of Councilmember Seelos seconded by Councilmember English the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the December 2016 Town Clerk’s Report.

RESOLUTION 7-2017

**APPROVE TOWN CLERK’S 2016 ANNUAL REPORT**

On motion of Councilmember English seconded by Councilmember Grouse the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

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Resolved to approve the Town Clerk's 2016 Annual Report.

RESOLUTION 8-2017

**LIBRARY BOARD APPOINTMENTS**

On motion of Councilmember Grouse seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

Resolved to re-appoint Maureen Reynolds, Pat Genthner and Sally Collins to the Library Board terms for terms commencing January 1, 2017 through December 31, 2021.

RESOLUTION 9-2017

**COUNTY PLANNING BOARD APPOINTMENT**

Supervisor Gott reported that Bill Weber is not planning to stay with the County Planning Board. Jack Sparling, who was the alternate member last year, would like to be member. Supervisor Gott and Building & Zoning Director Adam Backus will work to find an alternate member.

On motion of Councilmember Seelos seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

Resolved to re-appoint Jack Sparling to the County Planning Board, but as the main member, not an alternate.

RESOLUTION 10-2017

**AUTHORIZE ASBESTOS REMOVAL**

Supervisor Gott explained that when we discovered there was asbestos in the building at Vitale Park, Adam Backus secured three quotes for the removal. He and Adam selected R&J Asbestos and Lead Removal at a cost of \$4,175. The work was completed on December 4.

On motion of Councilmember Gascon seconded by Councilmember English the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

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Resolved to authorize payment of \$4,175 to R&J Asbestos & Lead Removal for asbestos removal at Vitale Park.

RESOLUTION 11-2017

**APPROVE 2017 DOG CONTROL CONTRACT WITH COUNTY**

Supervisor Gott presented the 2017 Dog Control Contract. He shared that the contract has not changed, except that it used to say, "cost not to exceed \$4,600," and now it states, "it will be \$4,600," and the contract will be invoiced annually instead of quarterly. Attorney Campbell has reviewed the contract and has no problem with it.

On motion of Councilmember Grouse seconded by Councilmember Seelos the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

Resolved to approve the 2017 Dog Control Contract with Livingston County.

RESOLUTION 12-2017

**INTERMUNICIPAL AGREEMENT WITH VILLAGE OF LIVONIA**

Supervisor Gott explained that he participated in a Village-Town-School efficiency program a couple of years ago. As a result of that, the Village Mayor was interested in renewing and changing the Building & Zoning contract. Jim Campbell (Attorney for the Town) and Peter Skivington (Attorney for the Village) worked on drafting a new contract. We just received the signed contract back from the Village.

Attorney Campbell shared that the agreement is pretty straight forward. Cost allocations are based on assessed value. Currently, the Village's share is calculated at 14%. At first they did not agree with that, but ultimately they agreed with the 14%. The Agreement was for 2016 with automatic renewals unless cancelled.

On motion of Councilmember English seconded by Councilmember Seelos the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays - 0

Resolved to approve the Intermunicipal Agreement with the Village of Livonia dated 12/14/2016 to address Administration and Enforcement of Zoning Ordinances, Planning Board Advisor/Consultant, Recordkeeping Services and General Terms.

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RESOLUTION 13-2017  
**APPROVE LAWMAN TO WINTERIZE JACK EVANS COMMUNITY CENTER (JECC)**

Supervisor Gott reported that Brian Deel feels that winterizing the JECC is more of a job than he can handle, therefore Supervisor Gott contacted Lawman Heating and Cooling. Don Thompson came and he and Supervisor Gott moved ceiling tiles, and located the traps, shut offs, and drains. Lawman presented a comprehensive proposal for the winterizing, which is \$6,591 most of which is labor. Supervisor Gott shared that he thinks it is worth it to preserve the building, and it is more economical than keeping the building heated. Supervisor Gott also mentioned that he stopped by the building this past Saturday and it was cold. He thought the control unit died, but the system was just low on water. He added that Livingston County Water and Sewer Authority had to install a new shut off valve in the front yard.

On motion of Councilmember English seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to contract with Lawman Heating and Cooling to winterize the Jack Evans Community Center at a cost of \$6,591.

RESOLUTION 14-2017  
**APPROVE SALARY SCHEDULE**  
On motion of Councilmember Gascon seconded by Councilmember Grouse the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the following Town of Livonia 2017 Salary Schedule:

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**SCHEDULE OF SALARIES AND HOURLY RATES**  
(Article 8 of Town Law)

<u>POSITION</u>	<u>SALARY/RATE</u>	
<b>ELECTED OFFICIALS</b>		
Councilman	7,135	
Supervisor	37,567	
Highway Superintendent	63,688	
Justice	13,186	
Town Clerk	42,100	
<b>GENERAL STAFF</b>		
Clerk to Justice	14.81/hr.	
Deputy Town Clerk	15.32/hr.	
Assessor (part-time)	36,144	
Clerk to Assessor	14.81/hr.	
Secretary to Supervisor	42,173	
Cleaner (buildings)	13.32/hr.	
<b>HIGHWAY DEPARTMENT</b>		
M.E.O.	23.73/hr.	(contract)
Deputy Highway Supt.	24.73/hr.	(contract)
<b>LIBRARY</b>		
Library Manager	44,067	
Library Clerk (Jack)	25,000	
Library Clerk (Pam)	22,412	
Clerk part-time (Emily)	9.70/hr.	
Clerk part-time (Marian)	9.84/hr.	
Clerk part-time (Eileen)	9.84/hr.	
Page (Jeanne)	10.81/hr.	
Clerk part-time (Linda)	12.27/hr.	
Cleaner (Pam)	11.65/hr.	
<b>BUILDING &amp; ZONING</b>		
Code Enforcement Officer	58,950	
Clerk part-time (Alison)	14.28/hr.	
Zoning Inspector part-time	14.28/hr.	

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**PARKS & RECREATION**

Recreation Director	18,071
Recreation Leader(s)	TBD
Recreation Aides	TBD
Baseball Commissioners	TBD
Park Manager (Maurice)	15.20/hr.
Cleaners	11.03/hr.
Historian	4,205

**JOINT ZONING BOARD OF APPEALS**

ZBA Member	530/annum.
ZBA Chairperson	1,590/annum.

**JOINT PLANNING BOARD**

Board Member	530/annum
Board Chairperson	2,120/annum

**CONESUS LAKE WATERSHED STREAMBANK PROJECT UPDATE**

Supervisor Gott updated the Board on the streambank project. He stated that the last part of the Wilkins Creek portion involved installing 1,050 live stakes (trees). The stakes were three-foot long branches, and installing them involved driving metal rods in the ground to make a hole, and then inserting half of the stake in the ground. Supervisor Gott and his family worked with Livingston County Deputy Planning Director Heather Ferrero and her family to finish this last part of the project. He was happy to report that we will be receiving the final grant funds because the project was completed on time.

Supervisor Gott also shared that the Livingston County Planning Department is being recognized by the Genesee Valley Branch of the American Public Works Association as the 2016 Small Cities/Rural Communities Project of the Year in the Environmental Projects category. He congratulated the entire department for their quality of work.

**OTHER GRANT UPDATES**

Supervisor Gott announced that \$2.5 million has been awarded by the state for the Gateway Road. The money is earmarked for engineering and planning, and to start on the infrastructure.

Supervisor Gott mentioned that he found out yesterday that a \$35,000 grant has been awarded to refurbish the Rix Hill Road Bridge (at outlet of Hemlock Lake). Work will be completed by the Livingston County Highway Department.

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A resident asked if a grant was awarded for “rain barrels” at Vitale Park. Supervisor Gott answered yes. The grant includes funds for shorescape and rain barrels and will serve as an education piece for lake friendly best practices.

**JECC**

Supervisor Gott reminded the Board that we are continuing to wait to see if the non-profit in Hemlock is able to obtain 501(c)3 tax exempt status and if they are still interested in the Jack Evans Community Center. Councilmember Gascon has been keeping in touch with them, and Supervisor Gott spoke with Mike Barnard recently.

**LIBRARY ROOF**

Councilmember Grouse announced that the existing library roof was replaced due to damage. The Library is using \$8,000 from Cathy Young and also money from their operating budget to pay for it.

RESOLUTION 15-2017

**AUDIT OF CLAIMS**

On motion of Councilmember Grouse seconded by Councilmember English the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to pay claims 927-980 in the amount of \$70,381.17 from the Abstract dated 12/14/2016.

RESOLUTION 16-2017

**AUDIT OF CLAIMS**

On motion of Councilmember Seelos seconded by Councilmember Gascon the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to pay claims 981-1013 in the amount of \$82,106.54 from the Abstract dated 12/28/2016.

RESOLUTION 17-2017

**AUDIT OF CLAIMS**

On motion of Councilmember English seconded by Councilmember Seelos the following resolution was

ADOPTED Ayes - 5 (Gott, English, Gascon, Grouse, Seelos)  
Nays – 0

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Resolved to pay claims 1-33 in the amount of \$31,871.23 from the Abstract dated 1/5/2017.

With no further business, on a motion of Councilmember Grouse seconded by Councilmember Gascon the meeting was adjourned at 7:38 PM. Carried unanimously.

Respectfully Submitted,

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Colleen West Hay, Town Clerk