

**REGULAR MEETING, TOWN OF LIVONIA**

December 3, 2015

A regular meeting of the Town Board of the Town of Livonia, County of Livingston and the State of New York was held at the Livonia Town Hall, 35 Commercial Street, on December 3, 2015.

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

**ABSENT:** Andy English, Councilmember

**OTHERS PRESENT:** Several residents.

The meeting was called to order by Supervisor Gott at 7:00 PM.  
Dawn Woodburn led the pledge.

**OPEN SESSION**

No one wished to speak for the Open Session.

RESOLUTION 143-2015

**APPROVE MEETING MINUTES FROM 11/19/2015**

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

ADOPTED Ayes - 4 (Gott, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the meeting minutes from November 19, 2015.

**TOWN CLERK’S REPORT AND UPDATES**

**Workplace Violence**

Clerk Hay stated that the Workplace Violence Committee continues to meet. Right now, the committee is working on identifying risks and possible mitigation factors. Our next meeting is December 14. We hope to have a policy for the Board’s consideration in January. We will also need to schedule training for the employees.

**Value Payment Systems**

Clerk Hay reported that the debit feature is now working on the Point of Sale Terminal. Value Payment Systems sent the most recent terminal in November. When we tried to use the terminal, it could not connect to the internet. We had to call Hurricane

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Technologies to come because the terminal was grabbing the wrong IP address. It is now functioning as it should, but we did have to void a transaction in BAS in November because the terminal would not work and the customer did not have another payment method with them. They came back the following week and paid for their permit.

### **Adding Village to Web Site**

Clerk Hay is working with Design FM and Village Trustee Chris Genthner to make changes to the web site to accommodate the Village. Becky Price will need about a week to ten days where there are no updates being done to the web site so she can work on the changes. We are tentatively scheduling that for late December. Clerk Hay will also be getting new software to make updates to the site, because the software she is using is outdated and causing a lot of error messages.

Councilmember Grouse commented that Mr. Genthner sought her out to let her know how well the process was going for adding the Village to the web site. He appreciates the Town's support. Supervisor Gott complimented Mr. Genthner on how well he is working with us and added that the web site meetings have been very productive.

### **Tax Collection**

Clerk Hay has not received the tax bills from the county yet, but they are usually ready in mid-December. She reminded everyone that residents will now be able to view, print, and/or pay their tax bill via the Livonia web site.

### **Records Management Grant**

Clerk Hay reported that the Local Government Records Management Improvement Fund information is now available on the State Archives web site. She will research this to see if we can apply for grant money to purchase Laserfiche and to scan records. She will keep the board informed.

### **Newsletter**

The December newsletter is done. There are currently 31 subscribers. Deputy Clerk Holt continues to send a copy of the newsletter out with the dog license renewal notices, and Clerk Hay leaves hard copies around town.

Councilmember Grouse suggested that Clerk Hay approach the school to see if they would be willing to promote the newsletter to the employees via their internal email. Supervisor Gott suggested that Clerk Hay place a business size card ad in the Genesee Valley Penny Saver in the Livonia section to let people know that we have a newsletter and how to subscribe to it.

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**November 2015 Financial Report**

Clerk Hay gave the following financial report for November 2015:

<i>Paid To</i>	<i>Amount Remitted</i>
Supervisor (General Fund)	\$2,579.05
County Treasurer for Dog Licenses	\$210.00
NYS Comptroller's Office	\$0
NYS Ag & Mkts for Spay/neuter Program	\$72.00
NYS Environmental Conservation (Hunting/Fishing)	\$1,750.92
State Health Department (Marriage Licenses)	\$45.00
<b>Total Disbursements</b>	<b>\$4,656.97</b>

RESOLUTION 144-2015

**APPROVE CLERK'S REPORT**

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

ADOPTED Ayes – 4 (Gott, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to approve the November 2015 Town Clerk's Report.

**BUILDING & ZONING CLERK RESIGNS**

Councilmember Gascon asked about the resignation of the clerk in the Building & Zoning Department. Supervisor Gott has asked Councilmember Grouse and Building & Zoning Director Adam Backus to serve on the interview committee. He has also approached Mayor Lathan in hopes that Trustee Bob Leader would be willing to serve on this committee also.

RESOLUTION 145-2015

**AUDIT OF CLAIMS 12/3/2015**

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

ADOPTED Ayes - 4 (Gott, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to pay claims 2804-2832 in the amount of \$179,641.04 from the Abstract dated 12/3/2015.

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RESOLUTION 146-2015  
**ENTER INTO EXECUTIVE SESSION**

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

ADOPTED Ayes - 4 (Gott, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to enter into Executive Session at 7:10 with Attorney Campbell to discuss collective bargaining negotiations.

RESOLUTION 147-2015  
**RETURN TO REGULAR SESSION**

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

ADOPTED Ayes - 4 (Gott, Gascon, Grouse, Seelos)  
Nays – 0

Resolved to return to Regular Session at 7:46 PM.

With no further business, on a motion of Councilmember Seelos seconded by Councilmember Gascon the meeting was adjourned at 7:46 PM. Carried unanimously.

Respectfully Submitted,

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Colleen West Hay, Town Clerk