

## REGULAR MEETING, TOWN OF LIVONIA

May 21, 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 Livonia Town Hall, 35 Commercial Street, Livonia on May 21, 2015.

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

**ABSENT:** Matt Gascon, Councilmember

**OTHERS PRESENT:** Several residents.

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

### **PRIVILEGE OF THE FLOOR**

Supervisor Gott declared the Open Session and asked if there were any comments from the floor. There were none.

RESOLUTION 64-2015

### **APPROVE MEETING MINUTES FROM 5/7/2015**

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

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

Resolved to approve the meeting minutes from May 7, 2015.

### **TOWN CLERK UPDATES**

Clerk Hay gave the following updates on projects she has been working on:

#### **Public Access Defibrillation**

Cardiac Life emailed a quote for a Phillips FRX defibrillator, including spare adult and pediatric pads. The total price is \$1,401 for the defibrillator; Medical Direction and Oversight for one year; all filing of required documents with local and state EMS; alarmed wall mount cabinet; and handling charge. The cost of one year of Medical Direction and Oversight is \$198, which is included in the \$1,401, or we could purchase five years for \$499 (bringing the total to \$1,702).

Ed Sparks stated that the Ambulance could provide training for Town of Livonia employees at no charge. He shared that the cost of the defibrillator is a huge savings, almost enough to pay for 5 years of Medical Direction and Oversight.

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RESOLUTION 65-2015

**APPROVE PURCHASE OF AED WITH FIVE YEARS MEDICAL DIRECTION**

Supervisor Gott stated that he would like to move forward with the purchase of the AED.

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

ADOPTED Ayes - 4 (Gott, English, Grouse, Seelos)

Nays - 0

Resolved to purchase a Philips HeartStart OnSite Defibrillator from Cardiac Life including Ready-Pack with spare pads, pediatric pads, five-year tracking and medical direction, and wall-mount cabinet with alarm for a total price of \$1,702, including handling.

Clerk Hay will contact Cardiac Life to order the defibrillator package. She will also contact Ed Sparks to arrange training for staff.

**Web Site Notification System**

A while back, Clerk Hay was asked to research a way for people to be able to subscribe to receive notifications when the web site is updated. She has been brainstorming ideas with Becky Price at Design FM. She recommends adding a page to the web site called "Newsletter." This is where the news would be posted, and any other updates people might be interested in. People could then subscribe to the newsletter as an RSS feed.

Her goal would be to create a monthly newsletter and past issues would be archived on the page. Clerk Hay could print the newsletter at first, and leave issues around town for people to pick up. The printed copies would inform people that they can have the newsletter emailed to them by signing up on the Town's web site.

Ms. Price estimates that it would cost \$150-\$200 to create the page.

Supervisor Gott reminded the board that he, Clerk Hay and Adam Backus met with the Sheriff regarding utilizing Facebook and Twitter to reach out to the public. After talking it over, we decided that the best way to reach out to people would be through our web site via some sort of notification system. With the newsletter idea, we would be able to push information to people, but there would not be any comments that we would have to monitor.

Councilmember Grouse asked how often the newsletter would be emailed to people. She was concerned about inundating people with unwanted emails. Clerk Hay responded that she was thinking about posting the newsletter once a month to start. We can always back off to bi-monthly or even quarterly if that makes sense. Councilmember Grouse thought monthly would be appropriate.

Supervisor Gott stated that he would like to see the newsletter available at the library and given to the children who participate in our recreation programs to help get the word out. He stated that he knows people are using the web site, but this would be a way for them to be notified that new

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information has been posted.

Supervisor Gott added that Clerk Hay is in charge of the web site and does not need board approval to spend this amount of money, but he would still like to see a motion on record that shows the board's support of making this change.

RESOLUTION           66-2015

**APPROVE ADDING NEWSLETTER PAGE TO WEB SITE**

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

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

Resolved to approve adding a Newsletter page to the web site at a cost of \$150-200.

**Burial and Cremation Permits**

NanoArk reports that they will be mailing the Waferfiche with images of the burial and cremation permits by the end of this week. The project had been delayed because NanoArk was waiting for materials. Clerk Hay has ordered two totes from Certified Document Destruction & Recycling to collect records for shredding. The cost is \$90 for up to 700 pounds of paper and the expense will come out of her Records Management budget line. This is the same company that the Livingston County Records Management office uses.

Attorney Campbell mentioned that this is the same company that his firm uses for document destruction and the company takes their business very seriously.

**Glass for Town Clerk Counter**

Clerk Hay has contacted Glass Act and they are sending Dennis over to look at the clerk counter and make a recommendation for some kind of glass barrier.

**Credit Cards**

Clerk Hay has received the credit card terminal and will be scheduling training for next week.

**Laserfiche/Server**

Clerk Hay has received a quote from Hurricane Technologies for a server that would have the system resources to support Laserfiche. The quote totaled \$6,695.99. She is doing more research to see if that price is in line or not. She is also researching whether a records management grant would cover the cost.

RESOLUTION           67-2015

**“CONESUS FEST FOR CHARITY” DONATION**

Supervisor Gott mentioned that last year we made a donation of \$1,000 for fireworks on the Third of July, and we received a request again this year for the same amount.

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

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

Resolved to approve a \$1,000 donation to “Conesus Fest for Charity” to support the fireworks on July 3<sup>rd</sup>.

RESOLUTION           68-2015

**“AUTUMN IN THE VILLAGE” DONATION**

Supervisor Gott reported that we supported “Autumn in the Village” with a \$1,000 donation last year and he would like to support it again this year at that same level. The funds for this come out of the Celebrations budget line, and we also use that budget line for wreaths for Memorial Day, flowers or fruit baskets for families with deaths or illness, and to sponsor the fireworks.

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

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

Resolved to approve a Diamond Sponsorship in the amount of \$1,000 for “Autumn in the Village”

RESOLUTION           69-2015

**AUTHORIZE SIGNING THREE CERTIFICATES FOR GOVERNMENT EFFICIENCY PLAN**

The Property Tax Freeze Credit was established by State Law in 2014 and encourages local governments and school districts to generate long-term tax relief for New York State taxpayers by sharing services; consolidating or merging; and demonstrating and implementing operational efficiencies. To ensure that taxpayers receive a Tax Freeze Credit in the second year of the program (2015 for school districts and 2016 for local Governments), each local government and school district must file a Government Efficiency Plan by June 1, 2015. Supervisor Gott stated that he and Mike Lawton worked on completing the paperwork for this. The Town of Livonia is participating with Livingston County.

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

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

Resolved to authorize Supervisor Gott to sign the certifications for the Government Efficiency Plan.

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RESOLUTION 70-2015

**AUTHORIZE SUPERVISOR TO SIGN LETTER FOR HEMLOCK FAIR TO SERVE ALCOHOL**

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

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

Resolved to authorize Supervisor Gott to sign a letter to the Division of Alcoholic Beverage Control stating that the Town of Livonia gives permission to serve alcohol at the Hemlock Fair July 21-25, 2015.

RESOLUTION 71-2015

**AUDIT OF CLAIMS 5/21/2015**

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

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

Resolved to pay claims 2265-2301 in the amount of \$57,000.54 from the Abstract dated 5/21/2015.

With no further business, on a motion of Councilmember Grouse seconded by Councilmember Seelos the meeting was adjourned at 7:21 PM. Carried unanimously.

Respectfully Submitted,

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Colleen West Hay, Town Clerk