

**REGULAR MEETING, TOWN OF LIVONIA**  
May 7, 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 7, 2015.

**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 meeting was called to order by Supervisor Gott at 7:00 PM.  
Eric 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 54-2015

**APPROVE MEETING MINUTES FROM 4/16/2015**

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 meeting minutes from April 16, 2015.

**TOWN CLERK'S REPORT - APRIL 2015**

Clerk Hay gave the following financial report for April 2015:

<i>Paid To</i>	<i>Amount Remitted</i>
Supervisor (General Fund)	\$2,186.81
NYS Comptroller's Office (Bingo and Games of Chance)	\$15.00
County Treasurer for Dog Licenses	\$199.50
NYS Ag & Mkts for Spay/neuter Program	\$69.00
NYS DECALS	\$600.93
State Health Department (Marriage Licenses)	\$22.50
<b>Total Disbursements</b>	<b>\$3,093.74</b>

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**CONFERENCE UPDATE**

Clerk Hay thanked the board for the opportunity for she and the deputy clerk to attend the Town Clerk conference in April. She gave the board an update on the following trainings:

- Deputy Clerk Holt attended a session on “What to Expect in an Audit” presented by the NYS Comptroller’s Office. She learned ways to provide mitigating controls for small offices where it is difficult to have segregation of duties.
  - Starting immediately, the bank statements for the Town Clerk and Tax Collection accounts will be mailed to Supervisor Gott’s home so that he can review the statements and initial the pages to verify that it is the original statement. He will then bring the statements to the Town Clerk’s office for reconciliation. Clerk Hay will bring the reconciled statements to the Town Board meeting so that the reconciliation can be reviewed and signed off on.
  - Clerk Hay will include a VOID Transaction report as part of the monthly financial report. The Supervisor will review the voided transactions for the prior month and sign to that effect. This report will also be available for the board to review if they wish.
  
- Offsite backup of computer data with encryption: Best practices is to back up computer data off site, and the information should be protected by encryption. Right now, the Town Clerk backs up to flash drives and stores those in the vault. She is not sure if other departments perform regular backups. If a fire or flood should ever hit the Town Hall, data that is not backed up off site would be lost permanently. Clerk Hay would like to speak to Hurricane Technologies and one or two other vendors to get information on how much it would cost for off-site backup. She would also like to get costs on a server, as that might be the most efficient way to back-up data, and would also allow departments to share files if needed. She asked the board if they would like her to pursue this. The board was in agreement.
  
- Electronic Document Management System: Clerk Hay would like to work with Building & Zoning Director Adam Backus (if he is interested) to get pricing information together for Laserfiche or a similar program. She would like to be ready for the next grant cycle to apply for funding.
  
- AED Program: Clerk Hay attended a training provided by Cardiac Life on starting an AED Program at the Town Hall. Councilmember Seelos had obtained information for her from Ed Sparks regarding what the fire department and ambulance currently use. One thing she learned is that parts from different machines are not interchangeable. Therefore it makes sense that we use the same type of machine as the local emergency responders. Cardiac Life might be able to save the Town money versus purchasing the machine via the county contract. She will share more details at the next meeting. Supervisor Gott stated that he thinks it is a great idea. He shared that the AED at the Nautilus has saved several lives in Livonia.

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RESOLUTION 55-2015

**APPROVE TOWN CLERK'S REPORT**

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 April 2015 Town Clerk Report

**TAX COLLECTION REPORT FOR MARCH 2015 & FINAL REPORT**

Clerk Hay informed the Board that the Tax Collection software has been installed, and she and the Deputy Clerk have received training on it. We are still waiting for the credit card portion to be installed.

TOTAL SUPERVISOR'S RECEIPTS:	\$2,988,195.00
TAXES COLLECTED BY TREASURER:	\$ 208,583.01
ADVANCES BY COLLECTOR TO TREASURER:	\$3,000,000.00
TAX ROLL ADJUSTMENTS (SEC 626):	\$ 2,114.18
RETURNED UNPAID TAXES:	\$ 492,042.35
TOTAL UNPAID NOTICE PENALTIES:	\$ 380.00
CASH SETTLEMENT:	\$ 856,719.04
TOTAL TAX ROLL:	\$7,548,033.58
PAID TO SUPERVISOR FOR MARCH PENALTIES:	\$ 6,225.92
"    "    MAIL FEES:	\$ 622.00
"    "    INTEREST ON CKING:	\$ 16.94
ENDING BANK BALANCE:	\$ 58.99

RESOLUTION 56-2015

**APPROVE TAX COLLECTION REPORT**

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 March/Annual Tax Collection Report for 2015.

**DISCUSS VITALE PARK RESTORATION WORK**

Supervisor Gott stated that we need a second estimate for the Vitale Park restoration work because Chad Farrell has decided not to provide an estimate. Highway Superintendent Dave Coty is working with Valley Asphalt for an estimate.

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RESOLUTION 57-2015

**AWARD CONTRACT FOR MOWING/TRIMMING**

There were three bids for lawn mowing: Davis Enterprise (Perry) at \$12,900; Quality Lawn & Landscape at \$13,200; and Extreme Lawn Care at \$13,500. The bid from Davis Enterprise was missing the Non-collusive Bid Certificate, and deemed ineligible. The Town has used Quality Lawn and Landscape in the past and they have done a good job.

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 award the bid for lawn mowing for the 2015 season to: Quality Lawn & Landscape in the amount of \$13,200.

RESOLUTION 58-2015

**DISCUSS DISABILITY PAY FOR DAWN WOODBURN**

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 disability pay for Dawn Woodburn at 90% for 6 months. Further resolved to allow her to use her accrued time off to make up the remaining 10% of pay.

RESOLUTION 59-2015

**SET SUMMER MEETING SCHEDULE**

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 cancel the first Town Board meeting of the month for the months of June, July and August 2015. Further resolved to hold the June 18 meeting at Vitale Park, Lakeville; the July 16 meeting at Hemlock Lake Park, Hemlock; and the August 20 meeting at Vitale Park, Lakeville.

RESOLUTION 60-2015

**SET RATE OF PAY FOR UMPIRES FOR 2015**

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 pay umpires \$30/game if they are umpiring a game by themselves and \$20 per umpire per game if two are umpiring the same game.

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RESOLUTION            61-2015

**APPROVE DOCUMENTS FOR REGATTA SUBJECT TO FINAL REVISION**

Attorney Campbell informed the board that the Regatta Committee has put together the rules, registration form, and releases/waivers/indemnification forms. Attorney Campbell has some revisions and he has not received feedback from NYMIR yet. He asked the board if they would be willing to approve the documents subject to his approval.

He also informed the board that the committee recommended 10 years old as a minimum age for participation, and if any crew members were 10-13 years old, then an 18+ year old needs to be on the vessel as well. The board was in agreement with the committee on these policies.

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 “Anything that Floats Regatta” documents subject to final revisions through NYMIR, Andrew Chanler and Jim Campbell.

**SWEETENERS BOULEVARD UN-DEDICATION**

Attorney Campbell informed the board that he is working on the un-dedication of Sweeteners Boulevard. Cathy VanHorne will work with Mr. Campbell regarding easements for Livingston County Water and Sewer Authority so they can maintain the infrastructure that they have, then Mr. Campbell will prepare the letter from Dave Coty, and have him sign off. At that point, the board will be able to declare the property as surplus and un-dedicate it.

**DISCUSSION REGARDING FUEL DEPOT UPGRADES**

Supervisor Gott said that the Town has a fuel depot that is used by several entities. The electronics in the pumps need to be replaced, and the cost to do that is \$10,000.

At the time the depot was installed, the cost that was passed on to those using the depot was 1 penny per gallon. We have not been billing the penny at this time because we would not even recoup the cost of billing. Supervisor Gott and Attorney Campbell will work on a new contract and negotiate the usage and the capital expenses for the depot on an ongoing basis.

Supervisor Gott thinks costs should be shared by all entities based on percentage of use, and the board agreed that that made sense.

Councilmember Gascon asked if the new contract would have an accidental damage clause. Supervisor Gott stated that it will say that whoever damages it makes the repairs.

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RESOLUTION           62-2015

**AUDIT OF CLAIMS 4/27/2015**

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 pay claims 2214-2221 in the amount of \$50,154.99 from the Abstract dated 4/27/2015.

RESOLUTION           63-2015

**AUDIT OF CLAIMS 5/7/2015**

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 pay claims 2222-2264 in the amount of \$51,926.75 from the Abstract dated 5/7/2015.

With no further business, on a motion of Councilmember Grouse seconded by Councilmember Seelos the meeting was adjourned at 7:30 PM. Carried unanimously.

Respectfully Submitted,

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Colleen West Hay, Town Clerk