

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

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, Livonia, NY on September 6, 2018.

**PRESENT:** Eric Gott, Supervisor  
Andy English, Councilmember  
Matt Gascon, Councilmember  
Frank Seelos, Councilmember  
Peter Dougherty, 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.

**OPEN SESSION / PRIVILEGE OF THE FLOOR**

Clerk Receives CMC

Supervisor Gott congratulated Clerk Hay for receiving her Certified Municipal Clerk (CMC) designation.

Hemlock Lake Park

Councilmember Gascon reported that the stamped concrete around the flag pole at Hemlock Lake Park has been completed. It has been back filled with top soil and seeded. The gentlemen that did it can also repair the broken table. Councilmember Gascon will get pricing to repair the curbs at the Town Hall.

Short-term Rentals

A resident shared that she spoke to the code enforcement officer at the Town of Geneva regarding their short-term rental regulations. She obtained a copy of their rental form and shared it with the board.

Hemlock Fire Department Stipend

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Education Center WiFi

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Flag at Hemlock Lake Park

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Street Light LEDs

A resident asked if the Town is converting street lights to LEDs. Supervisor Gott replied not at this time, but if we do, we will buy the lights and then replace the bulbs. The resident suggested that the Town take advantage of grant money to convert the lights. Supervisor Gott answered that it is a good program, but we have a large number of street lights. We would have to buy the fixtures from the electric company, convert them to LEDs, and then we would have to maintain them. The cost to buy them back is \$1,900 per fixture, according to Charlie Braun. It will take approximately 20 months to recoup the cost. Councilmember English shared that he would like to look into it more. Charlie Braun suggested checking with Brenda Donohue in Conesus. They have 75 lights and it paid for them to do it.

Education Center Program

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Autumn in the Village

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RESOLUTION 125 - 2018

**APPROVE MINUTES**

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

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

Resolved to approve the minutes from August 2, 2018.

**TOWN CLERK’S REPORT – AUGUST 2018**

Clerk Hay gave the following report:

August 2018 Financial Report:

Paid to Supervisor for the General Fund	\$2,902.34
Paid to County Treasurer for Dog Licenses	\$476.00
NYS Comptroller’s Office (Bingo and Games of Chance Licenses)	\$0.00
Paid to NYS Ag & Markets for the Spay/Neuter Program	\$180.00
Paid to NYS Environmental Conservation for Hunting/Fishing Licenses	\$4,129.96
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<b>TOTAL DISBURSEMENTS</b>	<b>\$7,778.30</b>

**Rabies Vaccination Clinic**

- The turnout at the August clinic was only about half of the usual attendance and we only licensed about 3 dogs. Clerk Hay shared that she plans to attend the last clinic for the year at the Livingston County Highway Department and is encouraging other clerks to participate. The Department of Health is very open to having us there to license dogs.

**Newsletter & Email Notifications**

- Clerk Hay reported that the subscription service that we have been using to notify people that a new newsletter has been posted is not working. Becky Price at Design FM has come up with a solution to use MailChimp.

**Hunting License Sales**

- Sales have been steady, but there have been issues with the licensing system being down and we have not been able to print our monthly reports for July and August. There is a \$2.66 discrepancy for July, but Clerk Hay cannot track it without the monthly report. The DECALS help desk is aware of the problem.

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- Clerk Hay reminded the Board that she will need the proposed Salaries for Elected Officials at the next meeting (October 4), because they must be published in the Public Hearing notice for the Budget Public Hearing.

### **Sexual Harassment Policy Update**

- Draft documents are available via this link:  
<https://www.ny.gov/programs/combatting-sexual-harassment-workplace>
- Comments are being accepted until September 12, after which time changes will be made before final documents are posted.
- Municipalities have until January 1, 2019 to be in compliance.

### **IT Committee Update:**

- The IT Committee has advised that Windows 7 will no longer be supported after December 2019. It will be a security risk to allow Windows 7 computers to continue to access the network, because they will no longer be receiving security patches. They recommend replacing the 6 computers that the Town currently has running on Windows 7. They are: The DECALS laptop, Mike's desktop, Lisa's desktop, Colleen's desktop, Dawn's desktop, and the courtroom desktop. Replacement is recommended because the age of the equipment precludes updating the operating systems.
- The state is responsible for replacing the courtroom desktop, but the Town will be responsible for the other 5. Clerk Hay can put together pricing for the 2019 Budget, if the Board wishes.
- Clerk Hay notified the Village, because Rhonda's computer also runs on Windows 7. The Village will need to replace their computer in order to continue to have access to Laserfiche on our server.
- Next steps: IT Committee will finish the Policies document and present to the Board for consideration. After that, Hurricane Technologies will have to come in to implement the controls on the Domain.

### **Shredding Event**

- Reminder that the Town of Livonia shredding event will be held September 15 from 9-11AM at the Livonia Town Hall. The event is free and open to everyone.
- CDD&R will shred our town documents while they are here at no additional charge. I would like to ask the Town Board to please approve the Records Disposition Form so we can have our records shredded.

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

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Nays – 0

Resolved to approve destruction of records per the form dated September 6, 2018.

RESOLUTION 127 - 2018

**APPROVE TOWN CLERK REPORT**

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

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

Resolved to approve the Town Clerk Report for August 2018.

**DISCUSS SNOW REMOVAL AT THE TOWN HALL AND LIBRARY**

Supervisor Gott asked the Town Board how they want to handle snow shoveling for the Town Hall and Library. We can advertise or we can keep the same company as last year. We currently pay \$200 per trip to do the Town Hall and Library. Councilmember English said he thought we paid \$2,800-3,200 in total last year. He would like to find other sources. Councilmember Dougherty stated that Frank Sykes has offered to take care of it for the Library. He also wanted the Board to be aware that it was an issue last year in that the shoveling and salting wasn't always done in time for them to open at 10 AM. Another problem he had was that they would only come once and would not come back if it continued snowing. Supervisor Gott will put an ad in the paper.

RESOLUTION 128 - 2018

**SET DATES FOR BUDGET WORKSHOP AND PUBLIC HEARING**

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

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

Resolved to set the budget workshop for October 11 at 7 PM, and the Public Hearing regarding the Budget for October 18 at 7 PM at the Town Hall.

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RESOLUTION 129 - 2018

**RE-APPOINT DAWN LOPRESTO TO THE BOARD OF ASSESSMENT REVIEW**

Supervisor Gott received a request from Assessor Lisa Bennett to re-appoint Dawn LoPresto to the Board of Assessment Review.

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

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

Resolved to re-appoint Dawn LoPresto to the Board of Assessment Review for the term of 10/1/2018 through 9/30/2023.

RESOLUTION 130 - 2018

**APPOINT RICK WILLIAMS TO THE LIBRARY BOARD OF TRUSTEES**

Supervisor Gott reported that Karl Hanafin is retiring, and the Library Board of Trustees has requested that Rick Williams be appointed to the vacancy.

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

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

Resolved to appoint Rick Williams to the Library Board of Trustees to fill the vacancy left by Karl Hanafin and for the remainder of his term from September 1, 2018 through December 31, 2020.

RESOLUTION 131 - 2018

**APPOINT KRISTY SHAFER PART TIME CLERK**

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

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

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Resolved to appoint Kristy Shafer as part-time clerk to replace Cathy Wahl at the same rate of pay.

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**OPEN SESSION**

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**Hemlock Lake Park**

Councilmember Gascon would like to have the ruts/holes from tree removal repaired at Hemlock Lake Park. He would like to get estimates to get that area repaired, so that by spring it can be ready to go. Supervisor Gott asked him to first check with Highway Superintendent Dave Coty. If he can't help, then it will be okay to get estimates.

RESOLUTION 132 - 2018

**AUDIT OF CLAIMS**

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

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

Resolved to pay claims 652-710 in the amount of \$203,138.17 from the Abstract dated 8/21/18.

RESOLUTION 133 - 2018

**AUDIT OF CLAIMS**

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

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

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Resolved to pay claims 711-735 in the amount of \$171,612.34 from the Abstract dated 9/6/18.

RESOLUTION 134 - 2018

**EXECUTIVE SESSION**

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

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

Resolved that this Board enter into Executive Session with Attorney Campbell at 7:39 PM to discuss pending litigation.

RESOLUTION 135 – 2018

**RETURN TO REGULAR SESSION**

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

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

Resolved to come out of Executive Session at 8:04 PM.

With no further business, on motion of Councilmember Dougherty seconded by Councilmember Gascon the meeting was adjourned at 8:04PM.

Respectfully Submitted,

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Colleen West Hay, RMC, CMC  
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#### Education Center Program

Charlie Braun reported that next Wednesday, the 2017 Watershed Management Plan Year in Review results will be presented at the Education Center. They will be going through all activities and results that have been completed last year. The program starts at 6:30 p.m.

#### Autumn in the Village

Councilmember English stated that he missed the last meeting, but in reading the minutes he saw that the Board approved a \$1,500 donation for Autumn in the Village. He thought that the Board had agreed last year at Budget time to increase the donation. He mentioned that he would like to look at it and discuss it in October.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

RESOLUTION 125 - 2018

**APPROVE MINUTES**

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

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

Resolved to approve the minutes from August 2, 2018.

**TOWN CLERK’S REPORT – AUGUST 2018**

Clerk Hay gave the following report:

August 2018 Financial Report:

Paid to Supervisor for the General Fund	\$2,902.34
Paid to County Treasurer for Dog Licenses	\$476.00
NYS Comptroller’s Office (Bingo and Games of Chance Licenses)	\$0.00
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Paid to NYS Environmental Conservation for Hunting/Fishing Licenses	\$4,129.96
State Health Department (marriage licenses)	\$90.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$7,778.30</b>

**Rabies Vaccination Clinic**

- The turnout at the August clinic was only about half of the usual attendance and we only licensed about 3 dogs. Clerk Hay shared that she plans to attend the last clinic for the year at the Livingston County Highway Department and is encouraging other clerks to participate. The Department of Health is very open to having us there to license dogs.

**Newsletter & Email Notifications**

- Clerk Hay reported that the subscription service that we have been using to notify people that a new newsletter has been posted is not working. Becky Price at Design FM has come up with a solution to use MailChimp.

**Hunting License Sales**

- Sales have been steady, but there have been issues with the licensing system being down and we have not been able to print our monthly reports for July and August. There is a \$2.66 discrepancy for July, but Clerk Hay cannot track it without the monthly report. The DECALS help desk is aware of the problem.

## **REGULAR MEETING, TOWN OF LIVONIA**

September 6, 2018

### **Salaries for Elected Officials**

- Clerk Hay reminded the Board that she will need the proposed Salaries for Elected Officials at the next meeting (October 4), because they must be published in the Public Hearing notice for the Budget Public Hearing.

### **Sexual Harassment Policy Update**

- Draft documents are available via this link:  
<https://www.ny.gov/programs/combating-sexual-harassment-workplace>
- Comments are being accepted until September 12, after which time changes will be made before final documents are posted.
- Municipalities have until January 1, 2019 to be in compliance.

### **IT Committee Update:**

- The IT Committee has advised that Windows 7 will no longer be supported after December 2019. It will be a security risk to allow Windows 7 computers to continue to access the network, because they will no longer be receiving security patches. They recommend replacing the 6 computers that the Town currently has running on Windows 7. They are: The DECALS laptop, Mike's desktop, Lisa's desktop, Colleen's desktop, Dawn's desktop, and the courtroom desktop. Replacement is recommended because the age of the equipment precludes updating the operating systems.
- The state is responsible for replacing the courtroom desktop, but the Town will be responsible for the other 5. Clerk Hay can put together pricing for the 2019 Budget, if the Board wishes.
- Clerk Hay notified the Village, because Rhonda's computer also runs on Windows 7. The Village will need to replace their computer in order to continue to have access to Laserfiche on our server.
- Next steps: IT Committee will finish the Policies document and present to the Board for consideration. After that, Hurricane Technologies will have to come in to implement the controls on the Domain.

### **Shredding Event**

- Reminder that the Town of Livonia shredding event will be held September 15 from 9-11AM at the Livonia Town Hall. The event is free and open to everyone.
- CDD&R will shred our town documents while they are here at no additional charge. I would like to ask the Town Board to please approve the Records Disposition Form so we can have our records shredded.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

RESOLUTION 126 - 2018

**APPROVE RECORDS DESTRUCTION**

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

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

Resolved to approve destruction of records per the form dated September 6, 2018.

RESOLUTION 127 - 2018

**APPROVE TOWN CLERK REPORT**

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

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

Resolved to approve the Town Clerk Report for August 2018.

**DISCUSS SNOW REMOVAL AT THE TOWN HALL AND LIBRARY**

Supervisor Gott asked the Town Board how they want to handle snow shoveling for the Town Hall and Library. We can advertise or we can keep the same company as last year. We currently pay \$200 per trip to do the Town Hall and Library. Councilmember English said he thought we paid \$2,800-3,200 in total last year. He would like to find other sources. Councilmember Dougherty stated that Frank Sykes has offered to take care of it for the Library. He also wanted the Board to be aware that it was an issue last year in that the shoveling and salting wasn't always done in time for them to open at 10 AM. Another problem he had was that they would only come once and would not come back if it continued snowing. Supervisor Gott will put an ad in the paper.

RESOLUTION 128 - 2018

**SET DATES FOR BUDGET WORKSHOP AND PUBLIC HEARING**

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

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

Resolved to set the budget workshop for October 11 at 7 PM, and the Public Hearing regarding the Budget for October 18 at 7 PM at the Town Hall.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

**DISCUSS LAND ACQUISITION ADJACENT TO VITALE PARK**

Supervisor Gott received a letter from Terry McCarron indicating that he still has one parcel available for sale near Vitale Park. He is asking \$75,000 for it. The Town Board felt that the asking price was too high. With the budget coming up, the Board will think about whether they want to make a lower offer.

RESOLUTION 129 - 2018

**RE-APPOINT DAWN LOPRESTO TO THE BOARD OF ASSESSMENT REVIEW**

Supervisor Gott received a request from Assessor Lisa Bennett to re-appoint Dawn LoPresto to the Board of Assessment Review.

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

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

Resolved to re-appoint Dawn LoPresto to the Board of Assessment Review for the term of 10/1/2018 through 9/30/2023.

RESOLUTION 130 - 2018

**APPOINT RICK WILLIAMS TO THE LIBRARY BOARD OF TRUSTEES**

Supervisor Gott reported that Karl Hanafin is retiring, and the Library Board of Trustees has requested that Rick Williams be appointed to the vacancy.

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

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

Resolved to appoint Rick Williams to the Library Board of Trustees to fill the vacancy left by Karl Hanafin and for the remainder of his term from September 1, 2018 through December 31, 2020.

RESOLUTION 131 - 2018

**APPOINT KRISTY SHAFER PART TIME CLERK**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to appoint Kristy Shafer as part-time clerk to replace Cathy Wahl at the same rate of pay.

**TOWN HALL UPDATES**

Supervisor Gott reported that Todd Strong replaced the trim around the doors at the main entrance to the Town hall. Next week he will pain the railings, and clean the gutters and block off the toilets in basement.

Councilmember English reported that Al Roome is finishing up the landscaping outside. Supervisor Gott remarked that it looks nice.

**OPEN SESSION**

**Property For Sale Near Vitale Park**

A resident asked about the value of the property near Vitale Park that Terry McCarron has for sale. Supervisor Gott answered that the assessment is considerably lower than what Mr. McCarron is asking for the property. If the Town were to put in a purchase offer, we would have to have it appraised. We cannot purchase it for more than its appraised value.

**Hemlock Lake Park**

Councilmember Gascon would like to have the ruts/holes from tree removal repaired at Hemlock Lake Park. He would like to get estimates to get that area repaired, so that by spring it can be ready to go. Supervisor Gott asked him to first check with Highway Superintendent Dave Coty. If he can't help, then it will be okay to get estimates.

RESOLUTION 132 - 2018

**AUDIT OF CLAIMS**

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

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

Resolved to pay claims 652-710 in the amount of \$203,138.17 from the Abstract dated 8/21/18.

RESOLUTION 133 - 2018

**AUDIT OF CLAIMS**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to pay claims 711-735 in the amount of \$171,612.34 from the Abstract dated 9/6/18.

RESOLUTION 134 - 2018

**EXECUTIVE SESSION**

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

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

Resolved that this Board enter into Executive Session with Attorney Campbell at 7:39 PM to discuss pending litigation.

RESOLUTION 135 – 2018

**RETURN TO REGULAR SESSION**

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

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

Resolved to come out of Executive Session at 8:04 PM.

With no further business, on motion of Councilmember Dougherty seconded by Councilmember Gascon the meeting was adjourned at 8:04PM.

Respectfully Submitted,

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Colleen West Hay, RMC, CMC  
Town Clerk



**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

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, Livonia, NY on September 6, 2018.

**PRESENT:** Eric Gott, Supervisor  
Andy English, Councilmember  
Matt Gascon, Councilmember  
Frank Seelos, Councilmember  
Peter Dougherty, 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.

**OPEN SESSION / PRIVILEGE OF THE FLOOR**

Clerk Receives CMC

Supervisor Gott congratulated Clerk Hay for receiving her Certified Municipal Clerk (CMC) designation.

Hemlock Lake Park

Councilmember Gascon reported that the stamped concrete around the flag pole at Hemlock Lake Park has been completed. It has been back filled with top soil and seeded. The gentlemen that did it can also repair the broken table. Councilmember Gascon will get pricing to repair the curbs at the Town Hall.

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A resident shared that she spoke to the code enforcement officer at the Town of Geneva regarding their short-term rental regulations. She obtained a copy of their rental form and shared it with the board.

Hemlock Fire Department Stipend

A representative from the Hemlock Volunteer Fire Department asked about a letter that Supervisor Gott sent to the fire department in 2014 notifying them that the Town would no longer be sending them their monetary stipend. She asked what brought Supervisor Gott to that decision. Supervisor Gott replied that at the time, Hemlock was struggling to staff calls with volunteers. Because of that, the Board did not feel that the stipend was an

## REGULAR MEETING, TOWN OF LIVONIA

### September 6, 2018

appropriate use of Town tax dollars. Hemlock Fire Department receives no tax dollars from the City of Rochester, and they were not included in the PILOT agreement. Hemlock Fire Department would like the Board to take a look at the numbers again and consider re-instating the stipend. Supervisor Gott asked them to put their request in writing and the Board will consider it at Budget time.

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September 6, 2018

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## **REGULAR MEETING, TOWN OF LIVONIA**

September 6, 2018

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September 6, 2018

RESOLUTION 126 - 2018

**APPROVE RECORDS DESTRUCTION**

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RESOLUTION 127 - 2018

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September 6, 2018

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September 6, 2018

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Jim Campbell, Attorney, Town of Livonia

**OTHERS PRESENT:** Several Residents.

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## REGULAR MEETING, TOWN OF LIVONIA September 6, 2018

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- The turnout at the August clinic was only about half of the usual attendance and we only licensed about 3 dogs. Clerk Hay shared that she plans to attend the last clinic for the year at the Livingston County Highway Department and is encouraging other clerks to participate. The Department of Health is very open to having us there to license dogs.

**Newsletter & Email Notifications**

- Clerk Hay reported that the subscription service that we have been using to notify people that a new newsletter has been posted is not working. Becky Price at Design FM has come up with a solution to use MailChimp.

**Hunting License Sales**

- Sales have been steady, but there have been issues with the licensing system being down and we have not been able to print our monthly reports for July and August. There is a \$2.66 discrepancy for July, but Clerk Hay cannot track it without the monthly report. The DECALS help desk is aware of the problem.

## **REGULAR MEETING, TOWN OF LIVONIA**

September 6, 2018

### **Salaries for Elected Officials**

- Clerk Hay reminded the Board that she will need the proposed Salaries for Elected Officials at the next meeting (October 4), because they must be published in the Public Hearing notice for the Budget Public Hearing.

### **Sexual Harassment Policy Update**

- Draft documents are available via this link:  
<https://www.ny.gov/programs/combating-sexual-harassment-workplace>
- Comments are being accepted until September 12, after which time changes will be made before final documents are posted.
- Municipalities have until January 1, 2019 to be in compliance.

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- The IT Committee has advised that Windows 7 will no longer be supported after December 2019. It will be a security risk to allow Windows 7 computers to continue to access the network, because they will no longer be receiving security patches. They recommend replacing the 6 computers that the Town currently has running on Windows 7. They are: The DECALS laptop, Mike's desktop, Lisa's desktop, Colleen's desktop, Dawn's desktop, and the courtroom desktop. Replacement is recommended because the age of the equipment precludes updating the operating systems.
- The state is responsible for replacing the courtroom desktop, but the Town will be responsible for the other 5. Clerk Hay can put together pricing for the 2019 Budget, if the Board wishes.
- Clerk Hay notified the Village, because Rhonda's computer also runs on Windows 7. The Village will need to replace their computer in order to continue to have access to Laserfiche on our server.
- Next steps: IT Committee will finish the Policies document and present to the Board for consideration. After that, Hurricane Technologies will have to come in to implement the controls on the Domain.

### **Shredding Event**

- Reminder that the Town of Livonia shredding event will be held September 15 from 9-11AM at the Livonia Town Hall. The event is free and open to everyone.
- CDD&R will shred our town documents while they are here at no additional charge. I would like to ask the Town Board to please approve the Records Disposition Form so we can have our records shredded.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

RESOLUTION 126 - 2018

**APPROVE RECORDS DESTRUCTION**

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

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

Resolved to approve destruction of records per the form dated September 6, 2018.

RESOLUTION 127 - 2018

**APPROVE TOWN CLERK REPORT**

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

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

Resolved to approve the Town Clerk Report for August 2018.

**DISCUSS SNOW REMOVAL AT THE TOWN HALL AND LIBRARY**

Supervisor Gott asked the Town Board how they want to handle snow shoveling for the Town Hall and Library. We can advertise or we can keep the same company as last year. We currently pay \$200 per trip to do the Town Hall and Library. Councilmember English said he thought we paid \$2,800-3,200 in total last year. He would like to find other sources. Councilmember Dougherty stated that Frank Sykes has offered to take care of it for the Library. He also wanted the Board to be aware that it was an issue last year in that the shoveling and salting wasn't always done in time for them to open at 10 AM. Another problem he had was that they would only come once and would not come back if it continued snowing. Supervisor Gott will put an ad in the paper.

RESOLUTION 128 - 2018

**SET DATES FOR BUDGET WORKSHOP AND PUBLIC HEARING**

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

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

Resolved to set the budget workshop for October 11 at 7 PM, and the Public Hearing regarding the Budget for October 18 at 7 PM at the Town Hall.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

**DISCUSS LAND ACQUISITION ADJACENT TO VITALE PARK**

Supervisor Gott received a letter from Terry McCarron indicating that he still has one parcel available for sale near Vitale Park. He is asking \$75,000 for it. The Town Board felt that the asking price was too high. With the budget coming up, the Board will think about whether they want to make a lower offer.

RESOLUTION 129 - 2018

**RE-APPOINT DAWN LOPRESTO TO THE BOARD OF ASSESSMENT REVIEW**

Supervisor Gott received a request from Assessor Lisa Bennett to re-appoint Dawn LoPresto to the Board of Assessment Review.

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

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

Resolved to re-appoint Dawn LoPresto to the Board of Assessment Review for the term of 10/1/2018 through 9/30/2023.

RESOLUTION 130 - 2018

**APPOINT RICK WILLIAMS TO THE LIBRARY BOARD OF TRUSTEES**

Supervisor Gott reported that Karl Hanafin is retiring, and the Library Board of Trustees has requested that Rick Williams be appointed to the vacancy.

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

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

Resolved to appoint Rick Williams to the Library Board of Trustees to fill the vacancy left by Karl Hanafin and for the remainder of his term from September 1, 2018 through December 31, 2020.

RESOLUTION 131 - 2018

**APPOINT KRISTY SHAFER PART TIME CLERK**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to appoint Kristy Shafer as part-time clerk to replace Cathy Wahl at the same rate of pay.

**TOWN HALL UPDATES**

Supervisor Gott reported that Todd Strong replaced the trim around the doors at the main entrance to the Town hall. Next week he will pain the railings, and clean the gutters and block off the toilets in basement.

Councilmember English reported that Al Roome is finishing up the landscaping outside. Supervisor Gott remarked that it looks nice.

**OPEN SESSION**

**Property For Sale Near Vitale Park**

A resident asked about the value of the property near Vitale Park that Terry McCarron has for sale. Supervisor Gott answered that the assessment is considerably lower than what Mr. McCarron is asking for the property. If the Town were to put in a purchase offer, we would have to have it appraised. We cannot purchase it for more than its appraised value.

**Hemlock Lake Park**

Councilmember Gascon would like to have the ruts/holes from tree removal repaired at Hemlock Lake Park. He would like to get estimates to get that area repaired, so that by spring it can be ready to go. Supervisor Gott asked him to first check with Highway Superintendent Dave Coty. If he can't help, then it will be okay to get estimates.

RESOLUTION 132 - 2018

**AUDIT OF CLAIMS**

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

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

Resolved to pay claims 652-710 in the amount of \$203,138.17 from the Abstract dated 8/21/18.

RESOLUTION 133 - 2018

**AUDIT OF CLAIMS**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to pay claims 711-735 in the amount of \$171,612.34 from the Abstract dated 9/6/18.

RESOLUTION 134 - 2018

**EXECUTIVE SESSION**

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

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

Resolved that this Board enter into Executive Session with Attorney Campbell at 7:39 PM to discuss pending litigation.

RESOLUTION 135 – 2018

**RETURN TO REGULAR SESSION**

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

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

Resolved to come out of Executive Session at 8:04 PM.

With no further business, on motion of Councilmember Dougherty seconded by Councilmember Gascon the meeting was adjourned at 8:04PM.

Respectfully Submitted,

---

Colleen West Hay, RMC, CMC  
Town Clerk



**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

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, Livonia, NY on September 6, 2018.

**PRESENT:** Eric Gott, Supervisor  
Andy English, Councilmember  
Matt Gascon, Councilmember  
Frank Seelos, Councilmember  
Peter Dougherty, 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.

**OPEN SESSION / PRIVILEGE OF THE FLOOR**

Clerk Receives CMC

Supervisor Gott congratulated Clerk Hay for receiving her Certified Municipal Clerk (CMC) designation.

Hemlock Lake Park

Councilmember Gascon reported that the stamped concrete around the flag pole at Hemlock Lake Park has been completed. It has been back filled with top soil and seeded. The gentlemen that did it can also repair the broken table. Councilmember Gascon will get pricing to repair the curbs at the Town Hall.

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A resident shared that she spoke to the code enforcement officer at the Town of Geneva regarding their short-term rental regulations. She obtained a copy of their rental form and shared it with the board.

Hemlock Fire Department Stipend

A representative from the Hemlock Volunteer Fire Department asked about a letter that Supervisor Gott sent to the fire department in 2014 notifying them that the Town would no longer be sending them their monetary stipend. She asked what brought Supervisor Gott to that decision. Supervisor Gott replied that at the time, Hemlock was struggling to staff calls with volunteers. Because of that, the Board did not feel that the stipend was an

## REGULAR MEETING, TOWN OF LIVONIA September 6, 2018

appropriate use of Town tax dollars. Hemlock Fire Department receives no tax dollars from the City of Rochester, and they were not included in the PILOT agreement. Hemlock Fire Department would like the Board to take a look at the numbers again and consider re-instating the stipend. Supervisor Gott asked them to put their request in writing and the Board will consider it at Budget time.

### Education Center WiFi

Charlie Braun reported that WiFi is now active for public at the Education Center. He asked the Town Board if they want to password protect it. Supervisor Gott said that we can talk about it.

### Flag at Hemlock Lake Park

A resident asked if anyone had been designated to raise and lower the flag at Hemlock Lake Park. Councilmember Gascon replied no.

### Street Light LEDs

A resident asked if the Town is converting street lights to LEDs. Supervisor Gott replied not at this time, but if we do, we will buy the lights and then replace the bulbs. The resident suggested that the Town take advantage of grant money to convert the lights. Supervisor Gott answered that it is a good program, but we have a large number of street lights. We would have to buy the fixtures from the electric company, convert them to LEDs, and then we would have to maintain them. The cost to buy them back is \$1,900 per fixture, according to Charlie Braun. It will take approximately 20 months to recoup the cost. Councilmember English shared that he would like to look into it more. Charlie Braun suggested checking with Brenda Donohue in Conesus. They have 75 lights and it paid for them to do it.

### Education Center Program

Charlie Braun reported that next Wednesday, the 2017 Watershed Management Plan Year in Review results will be presented at the Education Center. They will be going through all activities and results that have been completed last year. The program starts at 6:30 p.m.

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Councilmember English stated that he missed the last meeting, but in reading the minutes he saw that the Board approved a \$1,500 donation for Autumn in the Village. He thought that the Board had agreed last year at Budget time to increase the donation. He mentioned that he would like to look at it and discuss it in October.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

RESOLUTION 125 - 2018

**APPROVE MINUTES**

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

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

Resolved to approve the minutes from August 2, 2018.

**TOWN CLERK’S REPORT – AUGUST 2018**

Clerk Hay gave the following report:

August 2018 Financial Report:

Paid to Supervisor for the General Fund	\$2,902.34
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## **REGULAR MEETING, TOWN OF LIVONIA**

September 6, 2018

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September 6, 2018

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September 6, 2018

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Colleen West Hay, Clerk  
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## REGULAR MEETING, TOWN OF LIVONIA

### September 6, 2018

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- Next steps: IT Committee will finish the Policies document and present to the Board for consideration. After that, Hurricane Technologies will have to come in to implement the controls on the Domain.

### **Shredding Event**

- Reminder that the Town of Livonia shredding event will be held September 15 from 9-11AM at the Livonia Town Hall. The event is free and open to everyone.
- CDD&R will shred our town documents while they are here at no additional charge. I would like to ask the Town Board to please approve the Records Disposition Form so we can have our records shredded.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

RESOLUTION 126 - 2018

**APPROVE RECORDS DESTRUCTION**

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

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

Resolved to approve destruction of records per the form dated September 6, 2018.

RESOLUTION 127 - 2018

**APPROVE TOWN CLERK REPORT**

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

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

Resolved to approve the Town Clerk Report for August 2018.

**DISCUSS SNOW REMOVAL AT THE TOWN HALL AND LIBRARY**

Supervisor Gott asked the Town Board how they want to handle snow shoveling for the Town Hall and Library. We can advertise or we can keep the same company as last year. We currently pay \$200 per trip to do the Town Hall and Library. Councilmember English said he thought we paid \$2,800-3,200 in total last year. He would like to find other sources. Councilmember Dougherty stated that Frank Sykes has offered to take care of it for the Library. He also wanted the Board to be aware that it was an issue last year in that the shoveling and salting wasn't always done in time for them to open at 10 AM. Another problem he had was that they would only come once and would not come back if it continued snowing. Supervisor Gott will put an ad in the paper.

RESOLUTION 128 - 2018

**SET DATES FOR BUDGET WORKSHOP AND PUBLIC HEARING**

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

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

Resolved to set the budget workshop for October 11 at 7 PM, and the Public Hearing regarding the Budget for October 18 at 7 PM at the Town Hall.

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

**DISCUSS LAND ACQUISITION ADJACENT TO VITALE PARK**

Supervisor Gott received a letter from Terry McCarron indicating that he still has one parcel available for sale near Vitale Park. He is asking \$75,000 for it. The Town Board felt that the asking price was too high. With the budget coming up, the Board will think about whether they want to make a lower offer.

RESOLUTION 129 - 2018

**RE-APPOINT DAWN LOPRESTO TO THE BOARD OF ASSESSMENT REVIEW**

Supervisor Gott received a request from Assessor Lisa Bennett to re-appoint Dawn LoPresto to the Board of Assessment Review.

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

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

Resolved to re-appoint Dawn LoPresto to the Board of Assessment Review for the term of 10/1/2018 through 9/30/2023.

RESOLUTION 130 - 2018

**APPOINT RICK WILLIAMS TO THE LIBRARY BOARD OF TRUSTEES**

Supervisor Gott reported that Karl Hanafin is retiring, and the Library Board of Trustees has requested that Rick Williams be appointed to the vacancy.

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

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

Resolved to appoint Rick Williams to the Library Board of Trustees to fill the vacancy left by Karl Hanafin and for the remainder of his term from September 1, 2018 through December 31, 2020.

RESOLUTION 131 - 2018

**APPOINT KRISTY SHAFER PART TIME CLERK**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to appoint Kristy Shafer as part-time clerk to replace Cathy Wahl at the same rate of pay.

**TOWN HALL UPDATES**

Supervisor Gott reported that Todd Strong replaced the trim around the doors at the main entrance to the Town hall. Next week he will pain the railings, and clean the gutters and block off the toilets in basement.

Councilmember English reported that Al Roome is finishing up the landscaping outside. Supervisor Gott remarked that it looks nice.

**OPEN SESSION**

**Property For Sale Near Vitale Park**

A resident asked about the value of the property near Vitale Park that Terry McCarron has for sale. Supervisor Gott answered that the assessment is considerably lower than what Mr. McCarron is asking for the property. If the Town were to put in a purchase offer, we would have to have it appraised. We cannot purchase it for more than its appraised value.

**Hemlock Lake Park**

Councilmember Gascon would like to have the ruts/holes from tree removal repaired at Hemlock Lake Park. He would like to get estimates to get that area repaired, so that by spring it can be ready to go. Supervisor Gott asked him to first check with Highway Superintendent Dave Coty. If he can't help, then it will be okay to get estimates.

RESOLUTION 132 - 2018

**AUDIT OF CLAIMS**

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

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

Resolved to pay claims 652-710 in the amount of \$203,138.17 from the Abstract dated 8/21/18.

RESOLUTION 133 - 2018

**AUDIT OF CLAIMS**

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

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

**REGULAR MEETING, TOWN OF LIVONIA**  
September 6, 2018

Resolved to pay claims 711-735 in the amount of \$171,612.34 from the Abstract dated 9/6/18.

RESOLUTION 134 - 2018

**EXECUTIVE SESSION**

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

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

Resolved that this Board enter into Executive Session with Attorney Campbell at 7:39 PM to discuss pending litigation.

RESOLUTION 135 – 2018

**RETURN TO REGULAR SESSION**

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

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

Resolved to come out of Executive Session at 8:04 PM.

With no further business, on motion of Councilmember Dougherty seconded by Councilmember Gascon the meeting was adjourned at 8:04PM.

Respectfully Submitted,

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Colleen West Hay, RMC, CMC  
Town Clerk