

**REGULAR MEETING, TOWN OF LIVONIA**  
December 3, 2020

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 on December 3, 2020.

**PRESENT:** Eric Gott, Supervisor  
Joseph Breu, Councilmember  
Peter Dougherty, Councilmember  
Andy English, Councilmember  
Hayley Anderson, Deputy Town Clerk  
Jim Campbell, Attorney, Town of Livonia

**ABSENT:**  
Matt Gascon, Councilmember

**OTHERS PRESENT:** Colleen West Hay, Town Clerk. Kim Burgess, Groveland Town Clerk. Chrissy Harris, York Town Clerk. Sharon Knight, Avon Town Clerk. Mike Lawton, Town of Livonia Bookkeeper. Sue Lawton. Several residents.

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

**PRIVILEGE OF THE FLOOR**

Welcome to president of the town clerk association Kim Burgess who read the following proclamation:

The board thanks Colleen West Hay and Michael W. Lawton for their tenure to the town.

RESOLUTION 169-2020

**PROCLAMATION HONORING THE SERVICE OF COLLEEN WEST HAY**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

PROCLAMATION

HONORING OUR FORMER TOWN CLERK COLLEEN WEST HAY

**Whereas,** The Office of the Municipal Clerk, a time honored and vital part of the local government, exists through the world and is the oldest among public servants; and

**Whereas,** Colleen Hay served as the Elected Town Clerk beginning January 1, 2006 and continues until December 31, 2020; and

**Whereas,** Colleen provided the professional link between Livonia citizens and all

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that entered the Town Hall, the local governing bodies and agencies of government at other levels; and

**Whereas**, Mrs. Hay pledged to be ever mindful of her neutrality and impartiality, rendering equal service to all and served as the information center on functions of local government; and

**Whereas**, Colleen had the support of Deputy Town Clerks including, Betty Miles, Leanne Holt and Wendy Liesegang; and

**Whereas**, Colleen Hay always shared support and a loving kindness that was contagious amongst her fellow Clerks while keeping things active; and

**Whereas**, Mrs. Hay had the pleasure of serving alongside Supervisor Eric Gott while serving as the elected Livonia Town Clerk; and

**Whereas**, Mrs. Hay served with several Councilmembers including, Frank Seelos III, Matt Gascon, Andy English, Peter Dougherty, Joseph Breu, and Angela Grouse; and

**Whereas**, Mrs. Colleen Hay strived to improve the administration of the affairs of the Office of Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of New York State Town Clerk’s Association, where she served on its Executive Committee as a Regional Director and the Souvenirs Committee; and

**Whereas**, Mrs. Colleen West Hay provided professional guidance and leadership serving the Livingston County Town Clerks & Tax Collectors Association as President, Vice President and Secretary; and

**Whereas**, Colleen worked with the Town and Village Boards to develop the first joint web site and newsletter; and

**Whereas**, it is most appropriate that the Livingston County Town Clerks and Tax Collectors Association recognize the longstanding service of Mrs. Colleen West Hay; and now

**Therefore, Be it Resolved** that the President of the Livingston County Town Clerks and Tax Collectors Association will be forever grateful for the dedication and professional service of Mrs. Colleen West Hay.

This third day for December, 2020.

RESOLUTION            170-2020

**PROCLAMATION HONORING THE SERVICE OF MICHAEL W. LAWTON**

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

ADOPTED    Ayes -            4 (Gott, Breu, Dougherty, English,)  
                  Nays –            0

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**WHEREAS**, Michael W. Lawton was appointed to the position of Bookkeeper in 1993 by Supervisor Fran Kosakowski, serving through the end of Mr. Kosakowski's term in 1997; and

**WHEREAS**, he was subsequently appointed and continued to faithfully serve under Supervisor Tim Wahl from 1998 through 2005 and Supervisor Eric Gott from 2006 to the present, totaling nearly twenty-eight years of service; and

**WHEREAS**, he diligently performed General Ledger duties such as maintaining all Town accounts, filing the Annual Update Document in a timely manner, assisting with the preparation of the Annual Budget, and coordinating the annual independent audit; and

**WHEREAS**, he accurately prepared Abstracts of Claims for approval by the Town Board, maintained vendor files and cash disbursement journals, and prepared and distributed the annual Form 1099-Misc and Form 1096 to the Social Security Administration; and

**WHEREAS**, he meticulously maintained employee files, made bi-weekly tax deposits, submitted monthly retirement reports, and prepared and distributed annual Form W-2s and W-3 to the Social Security Administration; and

**WHEREAS**, he retained and reconciled all bank statements for multiple accounts, acted as group administrator for employee medical and dental insurance plans, maintained the fixed assets inventory and depreciation schedule, and completed and submitted C.H.I.P.S. reimbursement forms; and

**WHEREAS**, he performed all these duties precisely and reliably over the years earning the respect, confidence, and appreciation of each Town Board Member and Supervisor he has worked with;

**NOW BE IT THEREFORE RESOLVED** that the Livonia Town Board hereby honors and thanks **MICHAEL W. LAWTON** for his outstanding service to the people of the Town of Livonia; Supervisors Kosakowski, Wahl, and Gott; and the Livonia Town Board.

This third day of December, 2020.

RESOLUTION

171-2020

**APPROVE MEETING MINUTES FROM 11/19/2020**

On motion of Councilmember English seconded by Councilmember Breu the following

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resolution was

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to approve the meeting minutes from 11/19/2020.

**TOWN CLERK’S REPORT – NOVEMBER 2020**

Paid to Supervisor for the General Fund	\$2476.43
Paid to County Treasurer for Dog Licenses	206.50
NYS Comptroller’s Office (Bingo and Games of Chance Licenses)	0.00
Paid to NYS Ag & Markets for the Spay/Neuter Program	120.00
Paid to NYS Environmental Conservation for Hunting/Fishing Licenses	1954.22
State Health Department (marriage licenses)	22.50
<b>TOTAL DISBURSEMENTS</b>	<b>\$4779.65</b>

RESOLUTION 172-2020

**APPROVE TOWN CLERK’S REPORT**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to approve the November 2020 Town Clerk’s Report.

RESOLUTION 173-2020

**ACCEPT RESIGNATION OF COLLEEN HAY**

Supervisor Gott read Colleens letter of resignation

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to accept the resignation of Colleen Hay effective 12-31-2020

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RESOLUTION 174-2020

**CHANGE AUTHORIZED SIGNATORY FOR TOWN CLERK AND TAX  
COLLECTION ACCOUNTS**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to change the authorized signatory from Colleen Hay to Hayley Anderson effective 12-30-2020;and further  
Resolved to authorize Hayley to view electronic bank records; and further  
Resolved to require Community Bank to continue mailing hard copies of bank statements to the Supervisor's home address.

RESOLUTION 175-2020

**APPOINT HAYLEY ANDERSON TO REGISTRAR OF VITAL STATISTICS  
EFFECTIVE 1-1-2021**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to appoint Hayley Anderson to the Registrar of Vital Statistics effective 1-1-2021:

RESOLUTION 176-2020

**REQUEST TO WAIVE 30 DAY NOTICE FOR OLD HICKORY**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to waive the 30 day notice requirement for Old Hickory Golf Club liquor license.

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RESOLUTION 177-2020  
**ADOPT 2021 SALARY SCHEDULE**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to adopt the following salary schedule effective 12-28-2020:

**TOWN OF LIVONIA**  
**2021 BUDGET**

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

<u>POSITION</u>	<u>SALARY/RATE</u>
<b>ELECTED OFFICIALS</b>	
Councilman	7,876
Supervisor	39,084
Highway Superintendent	70,296
Justice	15,403
Town Clerk	40,500
<b>GENERAL STAFF</b>	
Clerk to Justice	16.35/hr.
Deputy Town Clerk	17.25/hr.
Assessor (part-time)	39,894
Clerk to Assessor	16.35/hr.
Secretary to Supervisor	46,350
Cleaner (buildings)	14.71/hr.
<b>HIGHWAY DEPARTMENT</b>	
M.E.O.	contract
Deputy Highway Supt. (Paul)	
<b>LIBRARY</b>	
Library Manager	58,350

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Technology & Youth Services Librarian	37,132
Library Clerk (Pam)	24,737
Clerk part-time (Melanie)	12.50/hr.
Clerk part-time (Eileen)	13.24/hr.
Page (Jeanne)	12.50/hr.
Page (Linda)	13.55/hr.
Page (Sara)	13.24/hr.
Page (Kristy)	12.50/hr.
<b>BUILDING &amp; ZONING</b>	
Code Enforcement Officer	71,080
Clerk part-time (Alison)	17.25/hr.
Zoning Compliance Assistant	47,740
<b>PARKS &amp; RECREATION</b>	
Recreation Director	21,676
Recreation Leader(s)	12.50/hr.
Recreation Aides	TBD
Baseball Commissioners	450
Groundskeeper (Moe)	18.54/hr.
Laborer (John)	16.48/hr.
Cleaner	TBD
Historian	4,642
Shelter Reservations (Moe)	750
<b>JOINT ZONING BOARD OF APPEALS</b>	
ZBA Member	584/annum.
ZBA Chairperson	1,754/annum.
<b>JOINT PLANNING BOARD</b>	
Board Member	584/annum
Board Chairperson	2,337/annum

RESOLUTION 178-2020  
**ENTER INTO EXECUTIVE SESSION**

On motion of Councilmember Breu seconded by Councilmember English the following

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resolution was

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English)  
Nays – 0

Resolved to enter Executive Session at 7:20PM with board members and Jim Campbell to discuss the employment history of a particular person.

RESOLUTION 179-2020  
**RETURN TO REGULAR SESSION**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English)  
Nays – 0

Resolved to return to Regular Session at 7:28PM.

RESOLUTION 180-2020  
**ZONING BOARD MEMBER PAY**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to pay Zoning Board member Pete Nilsson his full stipend.

RESOLUTION 181-2020  
**RECIEPT OF NOTICE THAT JUSTICE RECORDS ARE AVAILABLE FOR  
AUDIT**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English)  
Nays – 0

Resolved to acknowledge receipt of notice that Justice records are available for audit.



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RESOLUTION 182-2020

**AUDIT OF CLAIMS**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English)  
Nays – 0

Resolved to pay claims # 950-989 in the amount of \$251,662.15 from the Abstract dated December 03, 2020.

RESOLUTION 183-2020

**SET DATE FOR ORGANIZATIONAL MEETING**

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

ADOPTED Ayes - 4 (Gott, Breu, Dougherty, English,)  
Nays – 0

Resolved to schedule the 2021 Organizational Meeting for January 7, 2021 at 7:00pm

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

Respectfully Submitted,

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Hayley Anderson  
Deputy Town Clerk