

Town of Grand Island – Regular Meeting #3

A regular meeting of the Town Board of Grand Island, New York was held at the Town Hall, 2255 Baseline Rd., Grand Island, NY at 8:00p.m. on the 5th of February, 2018.

Present:	Nathan D. McMurray	Supervisor
	Beverly A. Kinney	Councilwoman
	Michael H. Madigan	Councilman
	Jennifer L. Baney	Councilwoman
	Peter Marston Jr.	Councilman
	Patricia A. Frentzel	Town Clerk
	Peter C. Godfrey	Town Attorney

Supervisor Nathan D. McMurray called the meeting to order at 8:00p.m.
Reverend Earle King, Jr. from St. Martin-in-the-Fields Church gave the Invocation.
Councilwoman Jennifer L. Baney led the Pledge of Allegiance.

PUBLIC COMMENTS:

This is an opportunity for residents to comment on any matter regarding the meeting agenda items only.

Speakers: Colleen Martin, Sandra Nelson, Rose Bugman

MINUTES:

A motion was made by Councilwoman Kinney, seconded by Councilman Marston to approve Minutes of Workshop Meeting #2, January 16, 2018, Minutes of Regular Meeting #2, January 16, 2018 and Minutes of Workshop Meeting #3, January 26, 2018.
APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

CONSENT AGENDA:

1. Meeting Minutes – Long Range Planning Committee – December 13, 2017
2. Meeting Minutes – Traffic Safety Advisory Board – January 8, 2018
3. Meeting Minutes – Board of Architectural Review – December 19, 2017
4. Meeting Minutes – Parks and Recreation Advisory Board – October 30, 2017

A motion was made by Councilwoman Kinney, seconded by Councilwoman Baney to approve the consent agenda as distributed.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

COMMUNICATIONS – TOWN BOARD:

COUNCILWOMAN BEVERLY A. KINNEY:

Solarize Campaign Resolution

A motion was made by Councilwoman Kinney, seconded by Councilwoman Baney to adopt the following resolution:

WHEREAS, Solarize is a short term, local effort that brings together groups of potential solar customers through widespread outreach and education, and

WHEREAS, this model helps customers choose a solar installation company that is offering competitive, transparent pricing, and

WHEREAS, historically, Solarize campaigns lower the cost of solar 10 to 20 percent, and

WHEREAS, residents and businesses who sign up for solar installations by a specific deadline will be able to take advantage of group rates

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WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) provides technical assistance and other tools and resources to communities in support of Solarize campaigns.

NOW, THEREFORE, BE IT RESOLVED, that the TOWN OF GRAND ISLAND supports, endorses, and is committed to participate in SOLARIZE GRAND ISLAND CAMPAIGN.

BE IT FURTHER RESOLVED, that the TOWN OF GRAND ISLAND stands ready to assist with community outreach and education in support of SOLARIZE GRAND ISLAND CAMPAIGN.

Committee Members are: Bev Kinney, Jennifer Baney, Jim Sharpe, Jennifer Peresie, Judy Schmidt, Paul Leuchner, Diane Evans, Jeff Green, Roger Cook, Bryce Shipman, Celia Spacone, Cyndy Montana, Jenn Pusatier, Ron Milks/Bill Shaw, Chris Dann/Lynn Dingey.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

COUNCILWOMAN JENNIFER L. BANEY:

Proposed Changes to the Grand Island Remembrance Program

A motion was made by Councilman Marston, seconded by Councilman Madigan to adopt the following changes and revised Grand Island Remembrance Program as follows:

Town of Grand Island offers a Remembrance program to commemorate your special loved one.

We offer two options: Memorial Planting or Memorial Items

Option 1A: Trees

Below is a list of approved trees and shrubs that are applicable to the program. Select item of particular size and species is not guaranteed and will vary year to year due to invasive and natural threats and changes in habitat.

Donors will be required to purchase their own tree or shrub from our approved list (below) from a reputable nursery. The nursery will plant your selected tree on town property on a pre-approved site with oversight of the Parks Department. Planting locations are approximate and must be scheduled in advance with the Parks Department Crew Chief. Planting option is available throughout the growing season April to November and is pending staff and weather conditions. The tree list includes plants that can tolerate temporary pooling of rainwater as well as dry periods. Most of the plants are native. Some of the native plants on this list may not be readily available at all garden centers.

Only trees on the list will be considered.

** Visit our Parks office for a photo gallery of trees*

Tree List:

1. American Hop Hornbeam, *Ostrya virginiana*
2. American Sweetgum, *Liquidambar styraciflua*
3. Gray Birch, *Betula populifolia*
4. Green Ash, *Fraxinus pennsylvanica*
5. Pin Oak, *Quercus palustris*
6. Red Cedar, *Juniperus virginiana*

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WHEREAS, in June of 2014, the Town approved the original capital improvements project, through Town Law Section 202-b proceedings and other resolutions and adopted a bond resolution on June 16, 2014; and

WHEREAS, the Town determined that the scope of such original capital project should be increased to include additional improvements in the District and directed Wendel Companies, competent engineers licensed in New York, to prepare a revised map, plan and report (dated January 2017) to include additional improvements in the District; and

WHEREAS, in January and February of 2017, the Town approved, through Town Law Section 202-b proceedings and other resolutions and adopted an amending bond resolution on February 6, 2017; and

WHEREAS, the Town Board has directed Wendel Companies to prepare an addendum to the 2017 revised map, plan and report to include further improvements in the District; and

WHEREAS, the cost of such revised project has increased from \$701,000 to \$806,000 due to such modifications; and

WHEREAS, such further revised and expanded project will generally consist of improvements to the water treatment plant including, but not limited to, the rehabilitation of the residual sludge lagoons (by replacing the bottom clay liners), the installation of approximately 150 linear feet of a new 24-inch water line from the clearwell to the high service pumps and the replacement of the high service pumps with vertical turbine pumps, installation of piping and valves, insulation and electrical upgrades, SCADA system improvements and the installation of steel framing, as well as other such improvements as more fully identified in (or contemplated by) such addendum to the revised map, plan and report referred to above, all of the forgoing to include all necessary site work, equipment, apparatus and other improvements and costs incidental thereto and in connection with the financing thereof (collectively, and as so expanded, the "Project"); and

WHEREAS, this amendment (a) expands the scope of the Project, (b) increases the estimated maximum amount from \$701,000 to \$806,000 and (c) increases the aggregate principal amount of bonds from \$701,000 to \$806,000; and

WHEREAS, pursuant to the direction of the Town, the Engineer has completed and filed with the Town Board such addendum to the revised map, plan and report (as so amended) for such increase and improvement of facilities of the District and has estimated the total cost thereof to be an increased estimated maximum amount of \$806,000; said cost to be financed by the issuance of serial bonds of the Town in an increased aggregate principal amount not to exceed \$806,000 such amount to be offset by any federal, state, county and/or local funds received; and

WHEREAS, such revised map, plan and report (hereinafter referred to as map, plan and report) has not been modified in any material respect other than as described above;

NOW, THEREFORE, BE IT ORDERED that a meeting of the Town Board of the Town of Grand Island will be held at the Town Hall, 2255 Baseline Road, Grand Island, New York, on Monday, March 5, 2018 at 8:00 o'clock p.m. (prevailing Time) or shortly thereafter, to consider said increase and improvement of facilities of the District

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and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it

FURTHER ORDERED, that the expense of said increase and improvement of the facilities shall be financed by the issuance of serial bonds of the Town in an increased aggregate principal amount not to exceed \$806,000 said amount to be offset by any federal, state, county and/or local funds received, and unless paid from other sources or charges, the costs of said increase and improvement of facilities shall be paid by the assessment, levy and collection of special assessments from the several lots and parcels of land within the District, which the Town Board shall determine and specify to be especially benefited thereby, so much upon and from each as shall be in just proportion to the amount of benefit conferred upon the same, to pay the principal of and interest on said bonds as the same shall become due and payable, except as provided by law; and be it

FURTHER ORDERED, that the Town Clerk publish at least once in each newspaper designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a copy of this Order, certified by said Town Clerk, the first publication thereof and said posting to be not less than ten nor more than 20 days before the date of such public hearing.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

DEPARTMENT OF ENGINEERING & WATER RESOURCES – ROBERT H. WESTFALL:

Authorize Supervisor to Sign Professional Services Agreement – Water Plant Rehabilitation Project – High Lift Pumps – M-212-16

A motion was made by Councilwoman Kinney, seconded by Councilwoman Baney to authorize the Supervisor to sign the Professional Services Agreement with Wendel in the amount of \$25,275 for additional design services and construction services for the Water Plant Rehabilitation Project – High Lift Pumps Job No. M212-16.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

Country Club Cottages – Phase 3 – Public Improvement Permit

A motion was made by Councilwoman Baney, seconded by Councilman Marston to approve the application for a Permit to construct a Public Improvement (PIP) for the construction of Country Club Cottages – Phase 3.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

Country Club Cottages – Phase 3 – Re-Approve Final Plat – Phase 3 (18 Lots)

A motion was made by Councilwoman Kinney, seconded by Councilman Madigan to reapprove the Final Plat for Country Club Cottages – Phase 3, the developer did not file the Phase 3 map within the 62 day deadline.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

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TOWN ACCOUNTANT – PAMELA BARTON:

Travel Policy

A motion was made by Councilwoman Kinney, seconded by Councilman Madigan to adopt the following Travel Policy:

General Policy

The policy of the Town of Grand Island is to reimburse employees for legitimate and authorized “Town Business” expenses. Employees are expected to pay for personal expenses. The definition and application of business and personal expenses will be guided by common sense.

Application of General Policy

- Travel should be minimized and to/from locations required to conduct town business. When travel is required by the Town, it is a business expense, the costs for which will be reimbursed.
- This policy applies to all employees of the Town of Grand Island, both elected and non-elected.

Transportation

Employees must use the most economical and efficient transportation available under the circumstances.

- Air travel must be at coach fares. The employee is obliged to plan their trip far enough in advance to take advantage of all available discounts. Frequent flier points accumulated while on Town business are the property of the employee.
- Rail or Bus travel must be by coach fare, or not to exceed the cost of the comparable airfare.
- Town vehicles should be used when available, actual fuel, tolls and parking expenses will be reimbursed.
- For Personal vehicles, reimbursement will be at the current mileage rate, as set annually by the Town Board. Actual toll and parking expenses will be reimbursed. The mileage should be calculated from the primary office of Town employment, not the employee’s home. Travel to and from the employee’s home to place of business is NOT reimbursable.
- Reimbursement for Automobile rental will only be provided when such travel is the least cost alternative, is the only mode of transportation available, or eliminated substantial delays. Considerable discounts due to tax exempt status may be available – discounts that are not available on air travel.
- The use of a travel agent and/or the Internet are allowable methods of obtaining the lowest cost alternatives for travel and accommodations.

Meals and Lodging

- Employees should stay at a hotel/motel which provides a government rate wherever possible. The employee should use the Town’s “Sales Tax Exemption Certificate” when paying for lodging within New York State. Form ST 129 available online in “fill in format”. The Town will not reimburse for taxes on lodging. The onus is on the employee to present the properly completed forms at check-in and verify tax exemption at check-out.
- If a room is shared with someone not on “Town Business”, reimbursement will be limited to the single occupancy rate, if that rate is different than the procured rate.
- The Town will reimburse actual lodging expenses up to the Maximum Federal Per-Diem Rates set by the IRS each year for the period October 1 through September 30. The Town of Grand Island will use the rates starting in October

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for the entire subsequent calendar year. These rates vary and are based upon the costs of the destination of the travel. (These rates are the maximum per-diem rates that can be used without treating part of the per-diem allowance as wages for tax purposes.)

- Exception to the per-diem lodging rate: Rooms for conference participants are often available at the hotel where the conference is held. Attendees benefit from the convenience of staying at the same location as the conference. Additional travel and parking costs are eliminated or reduced when staying at the conference site. In this case, the actual lodging expense will be reimbursed even when it exceeds the per-diem rate.

An itemized receipt is required to receive reimbursement for lodging.

- There will be no reimbursement for alcoholic beverages.
- Employees are entitled to be reimbursed for some meals while traveling on Town Business. Lunches and expenses for any meals included in a convention/conference or seminar registration fee will not be reimbursed. Reimbursement for breakfast is limited to overnight trips.
- Lunch expenses (up to the IRS per-diem) will be reimbursed for local all-day seminars if lunch is not included in the seminar fee.
- First and last days of travel will be reimburse up to 75% of the per diem rate.
- Per-diem meal allowance will be reimbursed according to the following chart for specific meal reimbursement (when the full day is not claimed):

	Breakfast	Lunch	Dinner	Incidentals
Percent of Per Diem Allowance	23%	24%	46%	7%
Example: Albany, NY \$59/day	\$13	\$14	\$27	\$5

Registration and Conference Fees

A copy of a function registration form or receipt must be submitted with the Travel Expense Reimbursement Form.

Extension of Conference Travel for Personal Reasons

You may extend travel, for personal reasons, before or after the time needed to attend the conference, subject to the employee charging the personal time to leave credits, as appropriate. Personal travel expenses, however, should not be billed to the Town, nor claimed for reimbursement, and will not be approved. Only actual and necessary travel expenses properly incurred while attending the conference may be claimed for reimbursement. Travel and expenses one day before the start of the conference is acceptable.

Other Expenses

This policy cannot anticipate all circumstances which might need to be address. In all cases, common sense and the best interest of the Town must be the overriding guideline.

The Town will **not** reimburse for the following expenses:

- Alcoholic Beverages
- Travel Insurance
- Individuals not authorized to travel

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Personal expenses such as tickets to theatrical or sporting events, in-room movies, reading material etc.

Cash Advances

As a matter of general policy, no cash advances will be permitted for any reason.

Documentation

All expenses must be documented in accordance with procedures. The documentation requirements are consistent with sound business practices and Federal Tax Regulations. The Town will reimburse only those expenses based upon proper evidence of expenses, which would normally be a receipt of payment. The information requirements for each expenditure or group of expenditures are:

1. Amount
2. Date and place of travel
3. Business purpose; and
4. The expenses must be broken down into such categories as transportation, meals, lodging, and other business expenditures
5. Itemized vendor receipts for all expenditures other than the meals per-diem. (tear off tabs from the server pad or credit card receipts are not acceptable)

Reimbursement will require submission of a properly executed voucher, with all applicable receipts and backup, signed by the employee, and approved by the Department Head, as appropriate.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

CODE ENFORCEMENT OFFICE:

Special Use Permit Renewal – Robert F. Mesmer, 2548 Love Road – Private Airport/Landing Strip/Residential, Rural Area

A motion was made by Councilman Marston, seconded by Councilwoman Kinney to renew the Special Use Permit for Robert F. Mesmer, 2548 Love Road – Private Airport/Landing Strip/Residential, Rural Area.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

REPORT OF THE AUDIT COMMITTEE:

A motion was made by Councilman Madigan, seconded by Councilwoman Baney to pay

Vouchers #123045 -123278

General \$ 57,058.17

Highway \$ 47,668.69

Sewer \$ 46,052.44

Water \$ 12,471.74

Capital \$ 20,496.00

Garbage \$118,875.90

Total \$302,622.94

Remove Voucher #123221 - \$4,336.78

Remove Voucher #123260 - \$1,250.00

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

PUBLIC COMMENTS:

This is an opportunity for residents to comment on any matter regarding Town government on any subject.

Speakers: None

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FROM THE BOARD:

- Proposed Truck Stop

ADJOURNMENT:

A motion was made by Supervisor McMurray, seconded by Councilwoman Kinney to adjourn the meeting at 8:35p.m.

APPROVED Ayes 5 Kinney, Madigan, Baney, Marston, McMurray
Noes 0

A moment of silence was observed in memory of the following:

William Weis	Rita DeGlopper
Elaine Hildebrandt	Keith Schreckengost
Linda Krug	Patricia Martin
Scott Driess, Jr.	Joseph McMahan
Laura Mestieri	Claire Card
Thomas Morrisey	Ivah Sundholm
Bernard Wakefield	Doris Maglie

Respectfully submitted,

Patricia A. Frentzel
Town Clerk