

TOWN OF URBANA  
 Regular Board Meeting  
 October 20, 2015

The Urbana Town Board held its regular meeting on Tuesday, October 20, 2015 at 6:30p.m., at the Town Hall, 8014 Pleasant Valley Rd., Bath, New York.

PRESENT:	Edward P. Stull	Councilman
	Tom Chadwick	Councilman
	Jim Presley	Councilman
	John Webster	Supervisor
	Alzina Turner	Councilwoman
	John Ryan	Attorney
	Mary Farmer	Town Clerk

OTHERS PRESENT: Lance Locey, Bee Keck and Mary Jo Savino.

**Minutes**

On a motion made by Councilman Presley, seconded by Councilwoman Turner and carried, voting to approve the minutes of September 15, 2015 all voting as follows:

Councilwoman Turner	Aye
Councilman Chadwick	Aye
Councilman Stull	Aye
Councilman Presley	Aye
Supervisor Webster	Nay

**Abstracts**

On a motion made by Councilman Chadwick, seconded by Councilman Stull and carried, all voting Aye to approve the October 2015 Abstracts (excluding # 858).

On a motion made by Councilman Chadwick, seconded by Councilman Stull and carried, all voting Aye to approve Abstract # 858 all voting as follows:

Councilwoman Turner	Aye
Councilman Chadwick	Aye
Councilman Stull	Aye
Councilman Presley	Abstained
Supervisor Webster	Aye

**Accounting Transfers**

On a motion by Councilman Stull, seconded by Councilman Chadwick and carried, all voting Aye to approve the following accounting transfers:

Debit:	A1220.400	Supervisors Contractual	120.75
Credit:	A6989.400	Grant Writer	120.75
Debit:	A2705	Donations for Town Parks	1436.26
Credit:	A7110.400	Parks Development/Maintenance	1436.26
Debit:	A2410	Rental of Real Property	550.00
Credit:	A1620.470	Renovations and Repairs	550.00
(Security Deposit Refund for Ann Marie Neufang, Taglio's)			
Debit:	B2189	Septic Transfers	60.00
Credit:	B8090.400	Watershed Contractual	60.00
(Amount owed to the Village of Hammondsport for fee we collected)			
Debit:	A7140.130	Personal Services-Summer Rec Staff	2400.00
Credit:	A7140.400	Contractual HCS Payment	2400.00
Debit:	A2705	Donations for Town Parks	1573.58
Credit:	A7110.400	Parks Development/Maintenance	1573.58

Debit:	DB4960	Federal Emergency Disaster Aid	620.75
Credit:	DB5110.400	General Repairs Contractual	620.75

**Procurement Policy**

On motion by Councilman Chadwick, seconded by Councilman Presley and carried, voting to adopt the revised procurement policy effective immediately all voting as follows:

Councilwoman Turner	Aye
Councilman Chadwick	Aye
Councilman Stull	Aye
Councilman Presley	Aye
Supervisor Webster	Aye

**Procurement Policy**

WHEREAS, Section 104-b of the General Municipal Law (GM) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law, and

WHEREAS, comments have been solicited from these officers of the town involved with procurement;

NOW, THEREFORE, at the regularly scheduled meeting of the TOWN BOARD of the TOWN OF URBANA it was:

RESOLVED that the Town of Urbana does hereby adopt the following procurement policies and procedures:

**GUIDELINE 1**

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of the other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity, and filed with the Town Bookkeeper.

**GUIDELINE 2** All purchases (Purchase Contracts) by authorized purchasing authorities of (a) supplies or equipment equal to or greater than \$20,000.00 in a rolling twelve month period or (b) public works contracts of amounts equal to or greater than \$35,000.00 shall be formally bid pursuant to GML, Section 103.

**GUIDELINE 3**

a. Supplies or Equipment less than \$20,000.00

(1) \$0 to \$1000 inclusive may be purchased at the purchaser's discretion.

(2) \$1000.01 to \$10,000 inclusive two (2) written signed quotes with the bill. If the lowest quote is not to be used it must be accompanied by a written justification and be approved by the Town Board before purchase.

(3) \$10,000.01 to \$20,000 inclusive three (3) written signed quotes with the bill. If the lowest quote is not to be used it must be accompanied by a written justification and be approved by the Town Board before purchase.

Purchaser must verify, with the bookkeeper that money is available to cover the purchase before purchasing the item(s). All purchases are subject to Board audit.

b. Public Works of less than \$35,000.00

The number of quotes needed for purchase under Public Works shall be determined by the Town Board on an individual projects basis. All Public Works Projects in this range should be approved by the Town Board before the quotes are sought.

c. Any written or electronic RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/electronic/oral quotes have been received noting the amount of each quote together with the name of the vendor.

d. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

#### GUIDELINE 4

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. The Town has enacted the necessary legislation to allow for "piggybacking" and to purchase using "best value". Purchases made using either of these methods should be reviewed and approved by the Town's Attorney.

GUIDELINE 5 A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, then the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 6 Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;
- g. Goods purchased at auction;
- h. Goods and services purchased under State, County and "Piggybacking" bids.

GUIDELINES 8 This policy shall be reviewed annually by the Town Board at its organizational meeting or soon as thereafter as is reasonably practical.

#### **Depot Vacancy**

The Board discussed options for the upstairs of the Depot building. Mayor Cummings said he would discuss the option of allowing retail sales at the location with Attorney Reed. The Board feels they cannot start looking for a new tenant until the subject of retail sales has been determined. There was discussion of painting the space and replacing six to eight windows. Councilman Chadwick will take inventory.

#### **Summer Recreation Donations**

On motion by Councilman Stull, seconded by Councilwoman Turner and carried, all voting Aye to accept donations of \$500 from the Hammondsport Fire Department and \$100 from the Wayne Fire Department.

#### **Parks Advisory Committee**

Councilman Presley would like the charge of the committee to be reviewed. Both Councilman Presley and Councilwoman Turner offered to sit on the committee. This will be discussed further at the November meeting.

#### ***Parks Advisory Committee Monthly Report from October 15, 2015 Meeting***

##### *Members Present:*

*Tom Chadwick, Marietta Nye, Dave Luppino, Ed Wightman, Mary Farmer, Dave Oliver*

##### *1. Waterfront Revitalization Grant :*

- a. Town / Grant application for pier and Champlin area made 1<sup>st</sup> Tier*
- b. WAC will meet Nov. 4<sup>th</sup> to discuss an update on the project status and the creation of an oversight committee that will manage development of the pier and any future development as noted in the Master Plan. [General discussion.](#)*

2. *“Trailhead” at Town Hall;*
  - a. *Construction complete on 1<sup>st</sup> stage; pavers (hardscape) & Kiosk*
    - i. *Final contractor cost of \$13,400*
    - ii. *Preliminary total cost to date is \$18,000*
  - b. *There is another donation challenge of \$3,000 which would total \$6,000 if matched. Could “Friends” use the benches that were found in the basement of the Town hall*
3. *Wetland behind museum.*
  - a. *FOIL request received 9-31-15 (Army Corp- USDA Wetland Reserve Program)*
    - i. *Project description: 6 acres of ponds, 2000 feet of level ditches and 4 acres of seeding (in short). Nothing changed.*
4. *Triad Trail*
  - a. *First in a series of introduction hikes by “Friends”. Hikers were taken by a “Friends” driver to the top of the trail and hiked back to Champlin Beach downhill.*
  - b. *Second hike on June Bug Trail on Oct. 31<sup>st</sup>. Can “Friends” have the finish at the highway garage?*
  - c. *Third hike in the spring of 2016 down Mitchellsville gorge on FLT to end at Trailhead at Town Hall.*
5. *Curtiss Park*
  - a. *Grading plan [Steuben Soil & Water] Cancelled because of weather, tentative reschedule later in month. Alfred students will be there weekend of Oct. 17/18.*
6. *Rails to Trails*
  - a. *Design Connect: application accepted and on Sept. 29<sup>th</sup> a group of 10 students toured the area and acquainted themselves with the project. Project is moving ahead. County plans on starting removal of rails in November.*

#### **Friends of Hammondsport Area Trails and Parks, Inc.**

The Friends will be holding another hiking event on October 31<sup>st</sup> and would like permission to set up in the driveway of the highway garage.

On motion by Councilman Stull, seconded by Councilman Presley and carried, all voting Aye to let the Friends use the highway garage parking lot.

The Friends also wanted the Board to know they had a successful weekend with the Alfred student’s working in Curtiss Park.

#### **Hammondsport Yearbook Ad**

On motion by Councilman Stull, seconded by Councilman Presley and carried, all voting Aye to approve placing a ½ page ad in the yearbook for \$130.00.

#### **Library Trustee Appointments**

On motion by Councilman Chadwick, seconded by Councilman Stull and carried, all voting Aye to appoint Mary Theresa (Terry) Northrup and Ruth Barry as Library Trustee’s for five year terms.

#### **Credit Card Use**

There were several questions that still need to be answered before a decision can be made.

#### **Dog Control Law**

There were no questions but it was tabled until the November meeting.

#### **Town Clerk’s Request for Conference**

On motion by Councilman Presley, seconded by Councilman Stull and carried, all voting Aye to approve the Clerk’s use of contractual money to use towards the IIMC conference next year.

#### **Lance Locey – Keuka Watersports**

Revote - not enough people voted at the September meeting

Mr. Locey submitted two different options to operate his business next year at Champlin Beach. The Board discussed the options. Option A would include a longer lease with the Town, would have brought electric to the beach area, an investment of longer removable docks, additional rental boats and would employ more people. Option B is to operate the same as he did this summer. On a motion by Councilman Presley, seconded by Councilman Stull and carried, all voting Aye to approve the Option B lease.

Mr. Locey had a few items he wanted to review with the board that were not in last year's lease. He wanted to make sure the jet ski/sign by the road the road, the sign at the dock/building were approved and in the lease. The board agreed to add them to the lease.

#### **Other**

The Board received a letter from Jill and Geoffrey Grimsman on June 15<sup>th</sup> and asked for it to be reviewed by the Board and entered into the minutes. Due to the content and concerns about roads and erosion, Supervisor Webster had forwarded it on to the Highway Superintendent. Because no one has contacted them, they sent it again and asked that the Board see it again.

*To Urbana Town Board at large,*

*We attempted to get this attached letter added as either an agenda item when written or to be read and entered as part of public comment to which neither happened. It has come to our attention that it was essentially shelved and redirected by Supervisor Webster to Highway Superintendent Buckley.*

*We have heard or seen no response other than the road side cuts diverting run-off water onto our property were actually made deeper. Note this is a problem and now we are being treated like our opinion is not of importance, only our tax dollars.*

*Please distribute this letter to ALL members with hopes that this matter is at least made known.*

*Thank you.*

*Sincerely,*

*Jill and Geoffrey Grimsman*

*06-14-15 p. 1 of 1*

*From:*

*Jill, Geoffrey Grimsman*

*2 Pulteney St.*

*Hammondsport, NY 14840*

*To:*

*Town of Urbana Supervisor and Board membership at large*

*41 Lake Street*

*Hammondsport, N.Y. 14840*

*Subject Item: Engineered solution requested to address rainwater runoff on Greyton H. Taylor Memorial Drive, Town of Urbana.*

*Diversion cuts onto our property to be remedied and terminated due to unwanted erosion outside of the right of way.*

*Town of Urbana Supervisor and Board membership at large,*

*We wish to express our concerns and submit this letter as our request to address rainwater run-off on Greyton H. Taylor Memorial Drive Town of Urbana. Diversion cuts onto our property to be remedied and terminated due to unwanted erosion outside of the right of way.*

*Given the history of Town of Urbana creating runoff diversion cuts through the lake side berm running the length of our frontage on Greyton H. Taylor Memorial Drive, and the immediately recent deluge and many road edge breaches along the same frontage, we assert that the condition needs to be immediately addressed by an engineer to obtain recommendations, and act on them. We believe that the road is crowned in places such to increase runoff toward the lake side of the roadbed and there is no ditch to accommodate it. The several cuts in the lake-side berm have been and still are an unacceptable condition as they are destined to cut new gullies across our hillside property beyond the rills that have been created so far. It is creating a deteriorating condition on property that is outside the right of way without consult or amendment per our previous request and site visit years ago with Highway Dept. Supervisor Buckley. We do not grant the town of Urbana permission to freely cut gullies across our land. Any precedent of this is not to be equated with permission granted by us the property owners nor has this been conveyed by any previous owner.*

*We assert that the management of runoff needs to occur within the right of ways and that we own to the centerline of the road, we be inducted into the process of determining a suitable alternate to the current condition to our satisfaction, that being the very core of right of way definition. The host owner use or enjoyment of their property is not to be compromised negatively by their allowance of the visiting municipality to alter or use the affected area.*

*With further concern and no advertised knowledge of the recent cave-in on the lake side bank of Kevin Para's property, we further assert that time is of the essence to get a professional assessment of the entire corridor's drainage requirement.*

### List of Concerns, Recommendations and Requests

- *The ditch on the off-lake side is plugged full of rip rap stone and is without any measurable depression to carry water.*
- *The lake-side diversion cuts and the resulting erosion mentioned above need to be stopped, fixed, terminated.*
- *A large culvert at the base of Greyton H. Taylor Memorial Drive on the off-lake side needs to be introduced and collaboration between municipalities would be an obvious choice.*
- *The road surface “crowning” of Greyton H. Taylor Memorial Drive needs to be modified to favor runoff on the off-lake side to feed the previously mentioned culvert at the base / bottom of the slope.*
- *The existing headwall and culvert assembly feeding the manmade gully near our house needs to be rebuilt. It is leaning toward the lake. Collaboration between municipalities and ourselves is warranted and requested by us, the owners. An engineer’s assessment of the drainage from both sides of Greyton H. Taylor Memorial Drive would be warranted. This gully cuts across our property and it should not be made to receive any more water than is currently diverted to it.*
- *The approx. 11 years old “reworked” entrance to our upper driveway in the Village of Hammondsport needs to be re-designed and properly created involving the permanent removal of the giant concrete blocks, which we never granted permission to have, and a collaboration between municipalities and ourselves is warranted and requested by us, the owners. The previous condition was an earthen point covered with low growth and we never had a problem with it before it was modified so dramatically. We wish that it be restored to the original condition to best of ability with possible blacktop lined swale guttering to keep from eroding the edge of the hump.*
- *In collaboration with the Village of Hammondsport, the lake side edge of Greyton H. Taylor Memorial Drive needs to be enhanced with rip rap and fill plus planting to prevent the now approximately six blow-outs that have let water and mud cascade off the road down the bank and onto our upper driveway leaving heavy sediment deposits almost a foot deep in places.*

*Sincerely,  
Jill, Geoffrey Grimsman*

Supervisor Webster commented that water runs downhill and there isn't much the Town can do about it. Councilman Stull asked Supervisor Webster to talk to Dave Buckley, find out what's been done and to respond to the Grimsmans.

#### **Public**

Mary Jo Savino talked to the Board about the shortage of dock space and offered some suggestions. She offered to start an Ad Hoc group to look at the issues and make recommendation to the Board. Ms. Savino also talked about the safety issue on the lake especially late at night.

With no further business, on motion by Councilwoman Turner, seconded by Councilman Chadwick, the meeting was adjourned at 7:40pm. Carried unanimously by all present.

Respectfully submitted,

Mary M. Farmer  
Town Clerk