TOWN OF BOLIVAR
Regular Meeting Agenda

May 16th, 2017

Call to order with the Pledge of Allegiance

Present:

Absent:

Guests Present and Public Concerns:

Approval of April 18th minutes:

- Motion:
- Second:
- All in favor:

Approval for the payment of bills:

GENERAL FUND A Abstract 5, Vouchers #108-124	$ 9,579.41
GENERAL FUND B Abstract 5, Vouchers #	$
HIGHWAY FUND DA Abstract 5, Vouchers #52-57	$8,715.89
HIGHWAY FUND DB Abstract 5, Vouchers #5-11	$11,667.36
TOTAL	**$29,962.66**

- Motion to pay bills:
- Second:
- All in Favor:

Approval for the payment of the Water District Abstracts for April 2017:

- Motion to pay bills:
- Second:
- All in Favor:

- Water board news:

-New water customer hook up policy- approve/update?
Motion:
Second:
All in favor:

Old Business:

- Reassessment news: Tentative Assessment Roll is now available. Lou Anne will be available May 12th: 8am-noon; May 19th: 8am – noon; May 26th: 4PM – 8PM; and Sat. May 27th: 8am – noon.

- Village PD door & Town Hall doors: Ryan Loucks came in and took a quote sheet. 4/14/17. Received quote from Austin Locksmithing 5/11/17.

- According to the assessor, 2 people can be on the review board but can be a problem if they are undecided about a property. The other 2 people on the review board need to be notified if they are going

- Price on crack sealing parking lot from Brad:
Motion to approve crack sealing:
Second:
All:

New Business:

- Election inspectors came and said we need lights in the parking lot and above the entrance.

- CDBG monitoring report needs completed:

  - Need written explanation as to how concerns will be addressed for all current & future grants:
    - Concern #1: Sub recipient Monitoring: For all future NYS CDBG grants where the Town contracts with a sub recipient, the Town must oversee the administration of the grant and formally monitor the sub recipient which requires the issuance of a monitoring report.
    - Concern #2: Fair Housing: While a Town Board Member is identified as the Fair Housing Officer, Bud was listed in past minutes as the officer, and there are Fair Housing posters and brochures on display, the Town was not able to provide a copy of or confirm a formal Fair Housing Plan has been adopted.
    - Concern #3: File Maintenance: The Town did not maintain a copy of the award letter from OCR not did the Town maintain a copy of their fully executed Grant Agreement from OCR. For future grants the Town must take the steps necessary to ensure that all required documentation will be maintained in their files.

- Concern #4: Procurement: The Town must provide a copy of their Procurement Policy and/or adopt a Procurement Policy to establish that they are in compliance with required standards and have included these standards along with their internal procurement review procedures.

- RECOMMENDATIONS:
  a) Civil Rights – Project Activities: Although the Town maintains this information in the project case files, the information is not available in a single "civil rights" file which would summarize all information collected. OCR recommends the Town establish and maintain a separate civil rights file that collects and maintains all civil rights information including:
     i) Demonstrating a good faith effort to comply with Federal Civil Rights requirements
     ii) Data on the extent to which racial and ethnic groups, gender and disability status and single-headed households have applied for, participated in or benefited from, any program or activity funded in whole or in part with CDGB funds, and
     iii) Documentation of efforts to make CDGB program services and activities accessible to blind, deaf and other physically and mentally handicapped persons.
  b) Grievance Procedures:
     i) The Town has not established specific grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of Section 504 complaints. A recipient shall take appropriate initial and continuing steps to provide notification to participants, beneficiaries, applicants and employees of their nondiscriminatory provisions, though the Town employs 9 people, it is recommended the Town establish such procedures.

Report of Town Officials

- Code Enforcement: 2 building permits and 2 Demo permit issued in April. Received letter from Health Dept. about not issuing permits until Health Dept. gives ok on sewage system on new contruction.

- Town Clerk: The Clerk report was handed out to the board. Check#1728 for $2,086.33 was deposited in the General A Fund. Check #1729 for $ 250.60 was deposited in the Part Town Fund. Also issued by the Clerk's Office were 3 handicap permits, and 7 notarized documents.

PAID TO SUPERVISOR FOR GENERAL A FUND	$2,086.33
PAID TO SUPERVISOR FOR GENERAL B FUND	$250.60
PAID TO NYS DEC FOR DECALS	$313.67
PAID TO NYS AG & MARKETS FOR ANIMAL POPULATION CONTROL FUND	$68.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSE	$22.50
PAID TO COUNTY TREASURER FOR LANDFILL	$294.50
TOTAL DISBURSEMENTS	**$3,035.60**

- Motion to approve clerks report:
- Second:
- All in favor

- Justice: Justice Kirnan submitted his monthly report to the Board for the month of April. Check #1059 for $2,201.00 was deposited into the General A fund.

- Dog Control: Dog Control Officer Scott Fuller gave his report for April. Scott has the list of people who have not renewed and will be writing appearance tickets. States has a call into ADA to see if he can mail tickets so he doesn't have to charge mileage to the Town. Also there was a Shelter inspection done on 4/19/17 and the shelter received a rating of "Satisfactory." Also received a Dog Control Officer Inspection Report on 5/11/17 that was done on 4/19/17. The rating was "Satisfactory."

- Highway: Brad gave his report to the Board.

- Adjournment

- Motion to adjourn:
- Second:
- All in Favor: