

SPECIAL MEETING, TOWN BOARD OF GENOA

September 25, 2019

A Special meeting of the Town Board of Genoa, Cayuga County, State of New York was held at the Town Hall, 1000 Bartnick Road, Genoa NY on September 25, 2019

Present:	Lorie Sellen-Gross, Supervisor	Rich Harrison
	Cheryl Shields, Board Member (absent)	Heather Garner
	Don Slocum, Board Member	
	Chris Stout, Board Member (absent)	
	Brandon White, Board Member	
	Sue Moss, Clerk	

The meeting was called to order at 7 p.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

Rich Harrison spoke to the Board about the upcoming 2020 reval. He feels that with Heather preparing a reval for the Town of Ledyard that doing both towns at once is too much for one assessor. He said he felt she will need help with the reval. He also suggested that the Board should consider hiring an outside firm for a revaluation in order to have “different eyes” evaluating/assessing property than we have had for many years. The information from an outside source would be given to Heather to input into her system which is then loaded into the County’s database. Rich also mentioned that the Town of Genoa has the third lowest tax rate in the County with the Town of Ledyard having the lowest rate.

The Board discussed Rich's suggestion and said it is really too late to hire a firm for this reval. She has already started preparing the paperwork for the reval. Perhaps in a couple of years as Heather is getting ready for another reval that idea can be visited again.

Heather spoke to the Board about the upcoming reval. She will have an assistant with limited hours and functions. She will be taking pictures of all properties. The County has acquired a program from SDG (Systems Development Group) that would cost the Town \$1000 to use. It uses a tablet for taking pictures and the photos can be manipulated in the program to record dimensions of structures among other features. She is hoping that new system will be up and running soon.

Heather will be sending out a letter to Enhanced Star recipients informing them that she will not be sending any communication (as she has in the past) regarding the program. The State has taken over responsibility for this and will communicate with recipients.

RESOLUTION 86-2019 APPROVAL OF September 11, 2019 MINUTES

On a motion of Board member Slocum, seconded by Board member White, the following resolution was

ADOPTED	Ayes	3	Sellen-Gross, Slocum, White
	Nays	0	

Resolved that the September 11 minutes be approved

OLD BUSINESS/UPDATES

RESOLUTION 87-2019 APPROVAL OF DISTRIBUTION OF CEMETERY FUNDS

On a motion of Board member Slocum, seconded by Board member White, the following resolution was

ADOPTED Ayes 3 Sellen-Gross, Slocum, White
Nays 0

Resolved that the Town will distribute \$1,000 to the Maplewood Cemetery for mowing for the remainder of the year and \$800 to the Genoa Rural Cemetery, also for mowing costs for the remainder of the year.

NEW BUSINESS

Lorie received a phone call from Ron Leonard, the SCCS Transportation Supervisor. He was seeking permission for an SCCS (small) bus to drop off a Union Springs student at the Town Hall. The student will then be picked up by a Union Springs (small) bus and be taken home. The Board had no objection.

Lorie was sent the following invitation from Ruth Bradley, Cayuga County Historian. Board Members are welcome to attend.



**TOWN of GENOA
DISASTER/EMERGENCY PLAN**

I. PURPOSE

The purpose of this plan is to cite the authority, formulate procedure, and to provide operational guidance for coordinated action, in accordance with the National Incident Management System (NIMS), in rendering assistance to the public in and by Town of Genoa in the event of a natural or man-made disaster/emergency.

II. RESPONSIBILITY

The Supervisor of the Town of Genoa is responsible for the conduct of disaster/emergency operations within the Town. He or she will integrate his or her duties into the NIMS system so as to coordinate with incident responders. In his/her absence or incapacity, continuity of local government, as established by the Town Board, will be observed. [See Appendix A]

III. RESOURCES

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A. The Supervisor of the Town of Genoa shall use any or all facilities, equipment, supplies, personnel, and other resources of his/her political subdivision in such a manner as may be necessary or appropriate to cope with the disaster or any emergency consequence thereof.

B. If the Supervisor of the Town of Genoa deems the resources of the Town are inadequate to cope with the disaster, he/she may request assistance from the Chairperson of the Cayuga County Legislature, who in turn will instruct the Director of Emergency Services, Cayuga County Emergency Management Office, to commit any or all of the County resources to render assistance.

C. The Supervisor will adhere to the principals outlines in NIMS in requesting or disbursing said resources.

IV. STANDARD OPERATING PROCEDURES

A. In the event of a Natural or Man-Made Emergency/Disaster:

1. In accordance with NIMS procedures, on receipt of notification by on-the-scene Commander, [See Appendix A] or Director of Emergency Services, County Emergency Management Office; alert all staff.
2. On receipt of notification of escalating events by on-the-scene Commander, or the Director of Emergency Services, County Emergency Management Office, prepare to report to the Town Emergency Operating Center [See Appendix B for location(s)] with operations planned on a 24-hour basis for round-the-clock operations.
3. Weather related: Notified of “WATCH” by Emergency Management Office, Alert Staff; “WARNING”, prepare to report to the Town Emergency Operating Center.
4. Upon decision of Supervisor, Town Officials (if necessary) and Emergency Management Director, report to Town Emergency Operating Center prepared for round-the-clock operations.

B. All Town officers and departments shall continue regular Town Government operations, insofar as possible, from the Town Hall or other designated location [See Appendix B for alternate locations].

1. Town Clerk will preserve all Town records.
2. Town Attorney will render advice and opinions to the Supervisor in to such disaster/emergency.
3. Town Law Enforcement, in accordance with NIMS, will be subject to the direction of the Sheriff and assist him/her in maintaining law and order, including the protection of life and property, regulate and control traffic, direct the injured, sick and homeless to installations established by the American Red Cross.
4. Town Highway Superintendent, in accordance with NIMS, will request the County Highway Superintendent to coordinate with all needed functions.
5. Town Fire Department, in accordance with NIMS, will coordinate with County Fire Coordinator all necessary action to be taken.
6. Town Planning Board, Water Department, and other existing Town agencies will be subject to direction by the Supervisor.

C. All Town officers shall report to the Town Hall, or other designated location, when so directed by the Supervisor.

This plan for the Town of Genoa shall become effective immediately.

APPENDIX A

CHAIN OF COMMAND

FIRE CHIEF:

Genoa Fire Department Doug LaFave
King Ferry Fire Department Scott Shaw

SUPERINTENDENT of PUBLIC WORKS:

Highway Supt.: Paul Wheeler
Water Supt.: Robert Hunt

SUPERVISOR:

Lorie Sellen-Gross

DEPUTY SUPERVISOR:

Cheryl Shields

CONTINUITY OF LOCAL GOVERNMENT

SUPERVISOR: Lorie Sellen-Gross

ATTORNEY:

Guy S. Krogh, Esq.
Thaler & Thaler
309 North Tioga Street
Ithaca, NY 14850
grogh@thalerandthaler.com
607.272.2314

TOWN CLERK: Susan Moss

APPENDIX B

EMERGENCY PERSONNEL

<u>NAME</u>	<u>TITLE</u>	<u>HOME ADDRESS</u>	<u>PHONE</u>
Lorie Sellen-Gross	Supervisor	1687 Atwater Road King Ferry	(H) 315.364.7733 (C) 315.935.9726 (W) 315.364.5505
Town Hall			
Cheryl Shields	Deputy Supervisor	PO Box 243, Rte 90 Genoa	(H) 315.497.2914 (C) 315.704.8793
Sue Moss	Councilperson		
	Clerk	9252 State Route 90, King Ferry	(W) 315.364.5505 (C) 315.364.7315
Don Slocum	Councilman	3533 Sill Road, Locke	(H) 315.497.9506
Chris Stout	Councilman	2775 Atwater Rd, Genoa	(C) 607.339.9388
Brandon White	Councilman	403 Tupper Road, Locke	(C) 315.224.8777

EMERGENCY OPERATIONS CENTER(S):

Town Municipal Building	1000 Bartnick Road, Genoa	315.364.5505
Town Highway Department	10127 State Route 34, Genoa	315.497.0681
Genoa Fire Department	10015 Route 90, Genoa	315.497.0611
King Ferry Fire Department	1011 Route 34B, King Ferry	315.364.8940

OTHER EMERGENCY PERSONNEL

TOWN HIGHWAY DEPT.	Paul Wheeler, Supt. Highway Supt.	(C) 315.420.2801 (W) 315.497.0681
TOWN WATER DEPT.	Robert Hunt, Water Supt.	(H) 607.898.5976 (C) 607.351-2168
FIRE DEPT/RESCUE	Genoa---Doug LaFave Fire Chief	Fire House 315.497.0611
	King Ferry---Scott Shaw Fire Chief	Fire House 315.364.8940
CAYUGA COUNTY SHERIFF DEPT.		911 OR 315.253.1222
EMERGENCY MANAGEMENT OFFICE	Steve Lynch Interim-Director of Emergency Services	315.255.1161
CAYUGA COUNTY HEALTH DEPT.	Eileen O'Connor-Director	315.253.1244
CAYUGA COUNTY HIGHWAY DEPT.	Carl Martell, Highway Supt.	315.253-1513
NYS DEPT of TRANSPORTATION	Chris Covert Waterloo Office	315.539.3112
OIL or CHEMICAL SPILL EMERGENCY HOTLINE (New York Department of Environmental Conservation—open 24 hours)		1-800-457-7362
NYSEG: Gas and Electric Emergencies		1-800-572-1121

RESOLUTION 88-2019 **APPROVAL OF TOWN OF GENOA
DISASTER/EMERGENCY PLAN**

On a motion of Board member Slocum, seconded by Board member White, the following resolution was

ADOPTED Ayes 3 Sellen-Gross, Slocum, White
Nays 0

Resolved that the Town approve the Town of Genoa Disaster/Emergency Plan

RESOLUTION 89-2019 **APPROVAL BY TOWN OF GENOA OF CAYUGA COUNTY
MULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN**

On a motion of Board member White, seconded by Board member Slocum, the following resolution was

ADOPTED Ayes 3 Sellen-Gross, Slocum, White
Nays 0

WHEREAS, the Town of Genoa, with the assistance from Tetra Tech and Cayuga County, has gathered information and prepared the Cayuga County Multi-Jurisdictional All-Hazard Mitigation Plan; and

WHEREAS, the Cayuga County Multi-Jurisdictional All-Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Town of Genoa is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the Town of Genoa has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW, THEREFORE, BE IT RESOLVED by the Town Board that the Town of Genoa adopts the Cayuga County Multi-Jurisdictional All-Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan under its jurisdictional authority.

ADOPTED this 25th day of September, 2019 at the meeting of the Town Board

RESOLUTION 90-2019 APPROVAL OF TOWN OF GENOA POLICY AGAINST DISCRIMINATION AND HARASSMENT

On a motion of Board member White, seconded by Board member Slocum, the following resolution was

ADOPTED Ayes 3 Sellen-Gross, Slocum, White
Nays 0

The Town of Genoa shall adopt this policy through motion and roll call of the Town Board's meeting on September 25, 2019. The effective date and dissemination of this Policy to all current employees shall be September 30, 2019. It will be recognized in the Town's Organizational Meeting in January of each subsiding year. This policy shall also be given to any new employee that is hired during a given year. Each year, on the adopted anniversary day and dissemination day, each Town employee will sign a document that they have read this policy against harassment and discrimination in the workplace. In addition, copies of this Policy and Complaint Form shall be maintained in the office of each Compliance Officer as well as the Town of Genoa's Employee Handbook.

Upon the effective date of this Policy, September 30, 2019, the provisions of this Policy shall supersede and replace any prior Town of Genoa policies and regulations regarding employee discrimination and harassment.

With regard to this policy, the two compliance officers are Lorie Sellen-Gross and Paul Wheeler.

The Board discussed the second revision of the 2020 Tentative budget dated 9/25/2019. She will provide the Town Clerk with the Final 2019 Tentative Budget prior to 9/30/2019. Lorie is waiting for an update on insurance figures for the coming year.

With no further business, on a motion of Supervisor Sellen-Gross, seconded by Board Member White, the meeting was adjourned at 8:25 p.m. Carried unanimously.

Susan B. Moss, Town Clerk