

**TOWN BOARD OF GENOA
ORGANIZATIONAL MEETING**

January 2, 2020

The Organizational meeting of 2020 of the Town Board of Genoa, Cayuga County, State of New York was held at the Town Hall, 1000 Bartnick Road, Genoa NY on January 2, 2020

Present Lorie Sellen-Gross, Supervisor Paul Wheeler, Highway Supr.
 Cheryl Shields, Board Member
 Don Slocum, Board Member
 Brandon White, Board Member
 Chris Stout, Board Member (absent)
 Sue Moss, Clerk

The Organizational meeting was called to order at 6:30 p.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

No pay schedule or Standard Workday is available at this time.

Attachments:

- A - Appointments
- B – Schedule of Salaries
- C – Pay Schedule
- D – Holiday Schedule
- F – Code of Ethics

Attachment A

APPOINTMENTS for 2020

- a. Assessor: Heather Garner – six-year term expiring 12/31/2025
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2020
- c. Board of Assessment Review: Five-year terms
 - 1) Stuart Underwood – 10/1/18 – 09/30/2023
 - 2) Richard Harrison – 9/30/17 – 10/1/2022
 - 3) George Nettleton – 9/30/17 – 10/1/2022
- d. Code Enforcement Officer: J. Patrick Doyle III – one-year term expiring 12/31/2020
- e. Court Clerk: Claire Hebbard– term coincides with term of Justice – which expires 12/31/2023
- f. Deputy Highway Superintendent: vacant
- g. Deputy Registrar of Vital Statistics, two-year term: Lorie Sellen-Gross – term expiring 12/31/2021
- h. Deputy Supervisor-Cheryl Shields – one-year term expiring 12/31/2020
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2020
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2020
- k. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2021
- l. Records Management Clerk: Lorie Sellen-Gross – one-year term expiring 12/31/2020
- m. Secretary to Town Supervisor: Pamela Landon – one-year term expiring 12/31/2020
- n. Superintendent of Highways: Paul Wheeler– two-year term expiring 12/31/2021

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- o. Town Budget Director: Lorie Sellen-Gross – one-year term expiring 12/31/2020
- p. Town Historian: Marilyn Mann – one-year term expiring 12/31/2020
- q. Town Payroll Officer: Pamela Landon—one-year term expiring 12/31/2020

Attachment B

SCHEDULE OF SALARIES FOR 2020

- a. Assessor: \$20,000.00 annual salary pro-rated monthly & paid at the end of each month
- b. Attorney to the Town: Per current contract at hourly rate, \$225
- c. Board of Assessment Review Member: \$200.00 annual salary pro-rated monthly & paid the 15th of December or when term expires, mileage can be reimbursed for meetings that qualify for coursework towards position
- d. Board of Appeals/Variance Member: \$200.00 annual salary pro-rated monthly & paid the 15th of December or when term expires
- e. Code Enforcement Officer: \$9,650 annual salary pro-rated monthly plus funds for use of laptop and monthly cell phone & paid at the end of each month
- f. Court Clerk: \$6,500— annual salary prorated monthly & paid at the end of each month
- g. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor
- h. Dog Control Officer: \$3,600.00 year, per current contract, paid monthly
- i. Dog Enumerator: \$2.00/dog plus mileage at the town’s reimbursement rate
- j. Motor Equipment Operator: Hourly rates ranges per experience and evaluation w/ time & ½ over 40 hrs, 2020 rates ranges are from 17.66 to \$21.02
New pay rate increases begin w/ first complete new pay period starting after Organization Meeting in January.
- k. Motor Equipment Operator Part-time: \$17.30 per hour with time and a half over 40 hours
- l. Registrar of Vital Statistics: \$10 per service as received by the Town Clerk
- m. Records Management Clerk: \$20.00 per hour not to exceed line item of budget
- n. Secretary to Town Supervisor: \$8,500.00. Annually, pro-rated monthly & paid at end of each month
- o. Superintendent of Highways: \$54,800.00 annual salary pro-rated monthly & paid on the 15th & last day of the month.
- p. Town Budget Director: \$1,200.00 annual salary paid on 12/15
- r. Town Budget Director Assistant: \$200.00 annual salary paid on 12/15
- s. Town Clerk/Tax Collector: \$15,650 annual salary pro-rated monthly & paid at the end of each month
- t. Town Council Member: \$4,000 annual salary & paid in a lump sum on 12/15
- u. Town Historian: \$1,600.00 – annual salary pro-rated monthly & paid at the end of each month
- v. Town Justice: \$8,000 annual salary pro-rated monthly & paid at the end of each month
- w. Town Supervisor: \$12,000 annual salary pro-rated monthly & paid at the end of each month
- x. Superintendent of Highways will receive a salary of \$4,000 for 2020, prorated quarterly & paid at the last day of the quarter for his involvement, work, and decision making within the Water District. Funds will be dispersed out of SW1-8

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Section C:

Appointments-2020 BAR and Variance Board Information:

Board of Assessment Review: Five-year terms

(1) Stuart Underwood – 10/1/18 – 09/30/2023

(2) Richard Harrison – 10/1/17 – 9/30/2022

(3) George Nettleton – 10/1/17 – 9/30/2022

Variance Board and Terms: Five-year terms

(1) Dale Sellen – 12/31/2023

(2) Sue Bower, 12/31/2020

(3) Joel Meade, 12/31/2024

(4) Joe Wargo, Chairman, 12/31/2024

(5) Chris Wilbur, 12/31/2021

Appendix D

2020 Town Holiday Schedule

Wednesday, January 1, 2020

New Year's Day

Monday, February 12, 2020

Presidents' Day

Monday, May 25, 2020

Memorial Day

Friday, July 3, 2020

Independence Day Observed

Monday, September 7, 2020

Labor Day

Monday, October 12, 2020

Columbus Day

Tuesday, November 3, 2020

Election Day

Wednesday, November 11, 2020

Veterans Day

Thursday, November 26, 2020

Thanksgiving Day

Friday, December 25, 2020

Christmas Day

Attachment F

2020 CODE OF ETHICS - TOWN OF GENOA

1. Definition. The term "Town Agency" shall mean any department or office of the Town of Genoa, New York. The term "Board" shall mean Town Board of the Town of Genoa, New York.

2. Rule with respect to conflicts of interest. No officer or employee of a Town Agency or member of the Board should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of duties in the public interest.

3. Standards.

a. No such officer or employee or member of the Board should accept other employment which will impair independence of judgment in the exercise of official duties.

b. No such officer or employee or member of the Board should accept employment or engage in any business or professional activity which will require disclosure of confidential information gained by reason of official position or authority.

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c. No such officer or employee or member of the Board should disclose confidential information acquired in the course of official duties nor use such information to further personal interests.

d. No such officer or employee or member of the Board should use or attempt to use an official position to secure unwarranted privileges or exemption(s) for anyone.

e. No such officer or employee or member of the Board shall engage in any transaction as representative or agent of the Town of Genoa, New York, with any business entity in which the individual has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of official duties.

f. An officer or employee or member of the Board should not by his conduct give reasonable basis for the impression that any person can improperly influence his or unduly enjoy his favor in the performance of official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

g. An officer or employee or member of the Board should abstain from making personal investments in enterprises which he has reason to believe they may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between duty in the public interest and private interest.

h. An officer or employee or member of the Board should endeavor to pursue a course of conduct which will not raise suspicion among the public that the individual is likely to be engaged in acts that are in violation of the public interest.

i. No such officer or employee or member of the Board employed on a full-time basis nor any firm or association of which such officer or employee or member of the Board is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee or member of the Board should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town Agency in which such officer or employee or member of the Board serves or is employed.

j. If any such officer or employee or member of the Board shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is subject to the jurisdiction of a town regulatory agency, a written statement must be filed with the Town Clerk attesting to such a financial interest in such activity, which statement shall be open to public inspection.

4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

1. Officers and Employees:

Resolution 1-2020 **APPROVAL ATTACHMENT A (a - q)**

On a motion of Board Member White, seconded by Board Member Shields, the following resolution was

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept ATTACHMENT A (a - q)

Resolution 2-2020 **APPROVAL ATTACHMENT B (a - w)**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Attachment B (a - w)

Resolution 3-2020 **APPROVAL SECTION C - BAR & VARIANCE BOARD MEMBERS**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Section C-Bar and Variance Board Members

Resolution 4-2020 **APPROVAL APPENDIX D**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Appendix D

Resolution 5-2020 **APPROVAL ATTACHMENT F**

On a motion of Board Member Slocum, seconded by Board Member Shields, the following resolution was

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Attachment F

2. Town Board

a) Resolution 6-2020 Be it resolved that the Genoa Town Board will continue with the practice of using the rules as outlined in the 2016 Town Law Manual until such time as the majority of the board feels that more specific rules are needed.

Resolution 6-2020 **APPROVAL RESOLUTION 6-2020**

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

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ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

b) Resolution 7-2020 Be it resolved that the Genoa Town Board shall convene for purposes of a regular Town Board Meeting on the second Wednesday of each month at 7:00 p.m. at the Genoa Town Hall, 1000 Bartnick Road, Genoa, New York.

Resolution 7-2020 APPROVAL RESOLUTION 7-2020

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Resolution 7-2020

c) Resolution 8-2020 Be it resolved that the Auburn Citizen shall be designated as the official newspaper of the Town of Genoa for all legal notices. The Ithaca Journal will be used as a backup. The Shopper and/or the Southern Cayuga Tribune may be used for non-legal announcements.

Resolution 8-2020 APPROVAL RESOLUTION 8-2020

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Resolution 8-2020

3. Fiscal Matters

a) Resolution 9-2020 Be it resolved that the official repository for the Town of Genoa Supervisor and the Town Clerk/Collector shall be the Cayuga Lake National Bank.

b) Resolution 10-2020 Be it resolved that the Genoa Town Board authorizes the Supervisor to pay for public utility services such as gas, electric, water, sewer, fuel oil and telephone service as well as for postage, freight and express charges in advance of audit of claims. Claims for these payments shall be presented at the next regular meeting for audit.

c) Resolution 11-2020 Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.

d) Resolution 12-2020 Be it resolved that the Supervisor is authorized to invest any available funds, consistent with Town obligations, on a timely basis in such manner that funds accrue the largest return for the Town and still comply with the requirements of New York State.

e) Resolution 13-2020 Be it resolved that the Superintendent of Highways is authorized to spend up to \$8,000.00 in aggregate from the Highway Department budget without prior approval of the Board.

f) Resolution 14-2020 Be it resolved that any purchase by Town Officials or other Town employees other than the Superintendent of Highways in excess of \$2,000 must receive Town Board approval. Emergency purchases in excess of \$2,000 may be authorized by the Supervisor or the Deputy Supervisor.

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g) Resolution 15-2020 Be it resolved that any check rendered to the Town of Genoa and returned for any reason may be charged a \$20.00 redemption fee.

h) Resolution 16-2020 Be it resolved that the Deputy Supervisor be empowered to sign checks in the absence of and/or at the request of the Supervisor.

i) Resolution 17-2020 Be it resolved that the Supervisor shall file with the Town Clerk within 60 days after closing of the fiscal year, a copy of the Annual Update Document to the state comptroller. Be it further resolved that the Town Clerk shall publish in the official newspaper, within 10 days, notice that said report is on file for public inspection in the Clerk's office.

Resolution 18-2020 **APPROVAL RESOLUTIONS 9-2020 THROUGH 17-2020**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Resolutions 9-2020 through 17-2020

Resolution 19-2020 **APPROVAL NYS MILEAGE RATE \$.575**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept Resolutions 19-2020

RESOLUTION 20-2020 **APPROVAL OF REMAINING 2019 BILLS @ 1/8/2020 MEETING**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept the bills as presented @ 1/8/2020 meeting

RESOLUTION 21-2020 **APPROVAL OF TRANSFERS**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to approve transfers

RESOLUTION 22-2020 **APPROVAL OF BILLS**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum, White
Nays 0

Resolved to accept the bills as presented

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RESOLUTION 22-2019 **APPROVAL OF December 30, 2019 YEAR-END MINUTES**

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

ADOPTED Ayes 4 Sellen-Gross, Shields, Slocum
 Nay 0
 Abstain 1

Resolved that the December 30, 2019 minutes be approved

Nancy Niswender has agreed to assist Pam Landon (bookkeeper) during the transition period, as needed, at a pro-rated \$30 per hour.

There are meetings in Rochester, Albany and New York City for newly elected and re-elected officials.

Dave Compagni from Grant Street Construction and Tim Steed from Hunt Engineering will be attending the next Board meeting (January 8, 2020)

With no further business, on a motion of Board Member Shields, seconded by Board Member White, the meeting was adjourned at 7:10 p.m. Carried unanimously

Susan B. Moss, Town Clerk