

MEETING, TOWN BOARD OF GENOA

April 8, 2020

A Regular 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 April 8, 2020. Because of COVID-19, the meeting was held remotely using the ZOOM app.

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

The meeting was called to order at 7 p.m. by Supervisor Lorie Sellen-Gross.

RESOLUTION 41-2020 APPROVAL OF MARCH 11 MINUTES

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

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

RESOLUTION 42-2020 APPROVAL OF SUPERVISOR'S REPORT

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

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

Resolved to approve the March 2020 Supervisor's report

RESOLUTION 43-2020 APPROVAL OF BANK BALANCE REPORT

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

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

Resolved to approve the March 2020 Bank Balance report

Lorie informed the Board that a Change Order had been submitted for the Water Project. The cost of the project has increased \$30,339.99. The reason for the increase is the cost of asbestos removal for a portion of the line and the cost of drill bits needed to drill through shale for a portion of the line.

The next payment to Grant Street Construction is \$200,392.09 and a payment to Hunt Engineering is \$16,125.85.

RESOLUTION 44-2020 APPROVAL OF CHANGE ORDER FOR WATER PROJECT

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

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

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Resolved to approve the Change Order for the Water Project

RESOLUTION 45-2020 **APPROVAL OF BILLS**

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

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

Resolved to approve the bills as presented plus the bills from Grant Street and Hunt Engineering which will be added to Abstract #4

CLERK'S REPORT

Report on Revenues from Clerk's Office for March 2020

Certified Copies	\$ 30.00	
Dog Licenses	110.00	(\$126 total - \$16 Ag & Markets population control fund)
Building Permits	625.00	

Disbursements for March 2020

Paid to Supervisor	\$ 765.00
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RESOLUTION 46-2020 **CLERK'S REPORT**

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

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

Resolved that the March 2020 Clerk's Report be approved

HIGHWAY REPORT

Lorie Sellen-Gross

Paul reported to Lorie that Bob and Eric cleaned up the area near Dodge City Clippers. There was an overflow of water in the area.

Matt raked and swept the edges of Bartnick Road. He also swept the Town Hall parking lots.

Lorie received information from the Cayuga Lake Watershed regarding proposed project ideas.

One of the categories is map/inventory culverts and drainage ditches – to support capacity assessment and system upgrade needs.

ASSESSOR REPORT

Lorie Sellen-Gross

Heather emailed the following correspondence:

Hi all, The Assessors have been in discussion with Cayuga County Real Property. I will share some of the content of what we, as a Town with need to determine.

1. *Notices for "Sitting With the Rolls" and "Grievance Day" procedures must be published in the Town's Official Newspaper and the official sign board prior to May 1st.*
2. *Town procedure for current social distancing and public in the building.*
3. *Tentative Rolls need to be available for public inspection May 1st*
4. *Assessor available to discuss Assessments May 1st – Grievance Day*

5. *The actual process for property owners to grieve while adhering to all social distancing to protect employees, BAR member and property owners.*
6. *Process for BAR member to discuss and decide on applications.*
7. *Recommendations on the Tentative Roll, sitting with the roll and grievance process should be given by the Town attorney.*
8. *For the property owners who show up at the town hall anyway... If the Town does not have a designated and clearly marked "dropbox" One should be made available for property owners who show up In person (even working proactively, there might be someone) to submit their application in person. Should we have a designated phone number for call-in hearings? The BAR Chairman perhaps?*

Here are the two comments that stand out from our conversations.

After much discussion about using teleconferencing, zoom meeting and other possible options, this is what we feel would likely be the best option. This is the recommendation from Tammy Schramm, Principal Supervising RPTS Specialist at Cayuga County Real Property. I have copied the info below directly from our group correspondence today. I think that is a good idea to put language in the legal notice and on the change of assessment notice that all grievance forms need to be mailed to the town by a certain date. (grievance day) and from there they could be scanned and emailed to each BAR member to review, then they could call each other to discuss. I would say direct the chairman to call and record votes? Or if they have the capability of doing a group call on their phones, they could do it that way. I know there are some BAR members that do not have that capability though.

My attorney's response:

"My only concern is section 525's requirement that the Board must hear complaints for at least four hours on the scheduled grievance day. The State Board of Real Property Services wrote an opinion that seems to say this is specifically to allow walk-in applications and that just making appointments is not sufficient.

That said, as long as we make an allowance for walk-ins, maybe have the board available for four hours and give a number for people to call in without an appointment, then I think we would be fine."

I take that to mean, provide a mechanism for walk ins to be heard. (Even if it is by phone from their car.)

Jeff Bartholomew
Assessor, Town of Fleming

MODIFIED 2020

NOTICE OF COMPLETION OF TENTATIVE ASSESSMENT ROLL

(Pursuant to Real Property Tax Law Section 506 & 526)

HEARING OF COMPLAINTS

Notice is hereby given that the Assessor(s) of the Town of _____, Cayuga County, has completed the TENTATIVE ASSESSMENT ROLL for the current year, and that a copy has been left with the Town Clerk at the Town Offices. It may be seen and examined ELECTRONICALLY at (direct Cayuga County Real Property Link) or The Town Website at (direct link on Town sit)

The Assessor Heather Garner will be in attendance BY PHONE 315-806-5500 with the TENTATIVE ASSESSMENT ROLL on the following dates and times:

Monday May 11th 9am-4pm Tuesday May 12th 4-8pm Wednesday May 13th 4-8pm
Thursday May 13th 9am-4pm Friday May 15th 9am-4pm Saturday May 16th 9am-4pm

Please call 315-806-5500 During the hours above to speak with the Assessor Heather Garner

2020 Assessment Review (Grievance Day) Procedures.

We are taking the following steps to attempt to ensure safety of all involved and at the same time protect the rights of property owners under the Real Property Tax Law.

1. *The Board of Assessment Review will hear and examine all complaints on **DATE & TIME** in relation to assessments, on the application of any person believing himself to be aggrieved.*
2. *The public will not be permitted into the Town Hall. Hearings will be conducted by US POSTAL MAIL to the Town Hall or BY EMAIL ONLY to assessorgarner@yahoo.com.*
3. *All **properly completed RP-524 forms** (Grievance Forms) must be **SIGNED** by the property owner (**part five of the form**) and received at the Town via mail or email by **TIME & DATE** Grievance Day to be heard. All supporting documents and information that you wish the Board of Assessment Review to consider must be included with your RP-524 form.*
4. *The RP-524 form and instructions for filling it out can be found at: <https://www.tax.ny.gov/pit/property/contest/completegriev.htm>.*

Contact the Assessor at 315-806-5500 for further assistance if necessary.

DATED this 30th day of April

Heather Garner
Assessor Town of Genoa

2020 Assessment Review (Grievance Day) Procedures.

We are taking the following steps to attempt to ensure safety of all involved and at the same time protect the rights of property owners under the Real Property Tax Law.

1. *The Board of Assessment Review will hear and examine all complaints on **DATE & TIME** in relation to assessments, on the application of any person believing himself to be aggrieved.*

The following procedure will be in place for the 2020 Board of Assessment Review

2. *The public will not be permitted into the Town Hall. Hearings will be conducted by US POSTAL MAIL to the Town Hall or BY EMAIL ONLY to assessorgarner@yahoo.com.*
3. *All **properly completed RP-524 forms** (Grievance Forms) must be SIGNED by the property owner (**part five of the form**) and received at the Town via mail or email by **TIME & DATE** Grievance Day to be heard. All supporting documents and information that you wish the Board of Assessment Review to consider must be included with your RP-524 form.*
4. *The RP-524 form and instructions for filling it out can be found at: <https://www.tax.ny.gov/pit/property/contest/completegriev.htm>.*

Contact the Assessor at 315-806-5500 for further assistance if necessary.

Stewart Underwood and Rich Harrison have informed the Board that they no longer wish to serve on the BAR once the Assessment Review is done for this year.

CODE ENFORCEMENT REPORT

Lorie Sellen-Gross

The following is a summary of activity since the March 11, 2020 report:

- Issued four building permits.
- Performed routine inspections on outstanding permits and site inspections for new permits.
- Office hours on Monday afternoons and by appointment.

Summary of building permits issued since the March 11, 2020 report:

#20-9	J. Thomas & Catherine Ross	509 Powers Road	demo and remove existing dock and boathouse.
#20-10	J. Thomas & Catherine Ross	509 Powers Road	new dock and boathouse.
#20-11	Cayuga Lake Marine Service	427 Powers Road	remove existing marina shop.
#20-12	Cayuga Lake Marine Service	427 Powers Road	new marina shop building.

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Received PDF version and electronic version of the 2020 New York State Fire Prevention and Building Code (Uniform Code) which was adopted by New York State on February 12, 2020 and will take effect on May 12, 2020. The 2015 version of the Uniform Code will be effective until May 11, 2020.

Reviewed solar system laws from the Town of Niles and Town of Cortlandville and forwarded to the Town Board for review to consider when developing and approving a local solar system law for the Town of Genoa.

WATER REPORT

Lorie Sellen-Gross

Total - 3,234,300 gallons

Average - 104,332 gallons

Because of the emptied water tank and the water main break, the numbers are above normal.

OLD BUSINESS/UPDATES

Dan Clark from Hunt Engineers informed Lorie that the Town will probably not be able to receive another grant for 3 to 4 years so the Board will need to investigate corrective measures for the Baker and Bickel bridges. Baker's Bridge is 38 years old and would be the easiest to correct to get rid of the yellow flag. Paul suggested lowering the weight limit.

LED's have been placed in the streetlamps.

NEW BUSINESS

It is not safe to get stone now.

This fall, a review of the Comprehensive Plan will begin.

APC Towers sent a letter to the Town regarding the rental of the cell tower.

An amount of \$50,100 was received from the on-line auction and will be used for the ditcher purchase.

Pickard and Anderson have scheduled their annual monitoring of the Genoa Landfill for June 2020.

Cheryl suggested the Town have a Facebook page. She is going to work on this.

With no further business, on a motion of Board Member Shields, seconded by Board Member Stout, the meeting was adjourned at 7:35 p.m. Carried unanimously.

Susan B. Moss, Town Clerk