

Attachment B

SCHEDULE OF SALARIES FOR 2021

- 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, yearly appointment
- 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 and Cayuga County Planning Board Member: \$200.00 annual salary pro-rated monthly & paid the 15th of December or when term expires, Chairman of this Board receives \$300.00 annual salary pro-rated monthly, paid the 15th of December.
- e. Code Enforcement Officer: \$9,650 annual salary pro-rated monthly plus funds for use of laptop and agreed monthly cell phone portion, paid at the end of each month.
- f. Court Clerk: \$6,600 – 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 hours 2021 rates range from \$17.84 to \$21.44. New pay rate increases effective w/ first day of the new pay period after Organizational Meeting (1/12/21).
- k. Motor Equipment Operator Part-time: \$19.00 per hour with time and a half over 40 hours, no benefits
- 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: \$9,000 annually, pro-rated monthly & paid at end of each month
- o. Superintendent of Highways: \$57,800.00 annual salary pro-rated monthly & paid on the 15th & last day of the month.
- p. Town Budget Director: \$1,500.00 annual salary paid on 12/15
- q. Town Budget Director Assistant: \$300.00 annual salary paid on 12/15
- r. Town Clerk/Tax Collector: \$15,900 annual salary pro-rated monthly & paid at the end of each month
- s. Town Council Member: \$4,000 annual salary & paid in a lump sum on 12/15
- t. Town Historian: \$1,600.00 – vacant presently, annual salary pro-rated monthly & paid at the end of each month
- u. Town Justice: \$9,000 annual salary pro-rated monthly & paid at the end of each month
- v. Town Supervisor: \$12,400 annual salary pro-rated monthly & paid at the end of each month
- w. Superintendent of Highways additional stipend: \$4,000 for 2021, prorated quarterly & paid at the last day of a quarter for his involvement, work, and decision making within the Water District. Funds will be dispersed out of SW1-8320.1

Section C:

Appointments-2020 BAR, Variance Board and Cayuga County Planning Board Representative Information:

Board of Assessment Review: Five-year terms
(1) Joel Meade – 10/1/18 – 09/30/2023

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(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, Chairman – 12/31/2023

(2) Sue Bower, 12/31/2025

(3) Joel Meade, 12/31/2024

(4) Ken Manzari, 12/31/2024

(5) Chris Wilbur, 12/31/2021

Cayuga County Planning Board Term: Five-year Term

(1) Vacant, 1/1/2021 – 12/31/2025

Appendix D

2021 Town Holiday Schedule (Paid Days)

Friday, January 1, 2021	New Year's Day
Monday, February 15, 2021	Presidents' Day
Monday, May 31, 2020	Memorial Day
Sunday, July 4, 2021	Independence Day Observed on Monday 7/5/21
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Tuesday, November 2, 2021	Election Day
Thursday, November 11, 2021	Veterans Day
Thursday, November 25, 2020	Thanksgiving Day

(Christmas 2021 falls on a Saturday—therefore not a paid day off)

Attachment F 2021 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.
 - 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.

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- 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 engage 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.

APPENDIX G

TOWN OF GENOA 2021 HIGHWAY AND WATER EMPLOYEE PAY SCHEDULE
The Pay Date is an Electronic Deposit Date, Checks are issued on the Date Prior to this Date.

<u>Work Dates From</u>	<u>PAY DATE</u>	<u>Work Dates From</u>	<u>PAY DATE</u>
12/29/20 thru 01/11/21	1 - 01/15/21	06/29/21 thru 07/12/21	14 - 07/16/21
01/12/21 thru 01/25/21	2 - 01/29/21	07/13/21 thru 07/26/21	15 - 07/30/21
01/26/21 thru 02/08/21	3 - 02/12/21	07/27/21 thru 08/09/21	16 - 08/13/21
02/09/21 thru 02/22/21	4 - 02/26/21	08/10/21 thru 08/23/21	17 - 08/27/21
02/23/21 thru 03/08/21	5 - 03/12/21	08/24/21 thru 09/06/21	18 - 09/10/21
03/09/21 thru 03/22/21	6 - 03/26/21	09/07/21 thru 09/20/21	19 - 09/24/21
03/23/21 thru 04/05/21	7 - 04/09/21	09/21/21 thru 10/04/21	20 - 10/08/21
04/06/21 thru 04/19/21	8 - 04/23/21	10/05/21 thru 10/18/21	21 - 10/22/21
04/20/21 thru 05/03/21	9 - 05/07/21	10/19/21 thru 11/01/21	22 - 11/05/21
05/04/21 thru 05/17/21	10 - 05/21/21	11/02/21 thru 11/15/21	23 - 11/19/21
05/18/21 thru 05/31/21	11 - 05/04/21	11/16/21 thru 11/29/21	24 - 12/03/21
06/01/21 thru 06/14/21	12 - 06/18/21	11/30/21 thru 12/13/21	25 - 12/17/21
06/15/21 thru 06/28/21	13 - 07/02/21	12/14/21 thru 12/27/21	26 - 12/31/21

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RESOLUTION ON Officers and Employees:

Resolution 1-2021 **APPROVAL ATTACHMENT A (a - r) on Town Appointments**

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

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

Resolved to accept Attachment A (a - r)

Resolution 2-2021 **APPROVAL ATTACHMENT B (a - w) on Schedule of Salaries**

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

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

Resolved to accept Attachment B (a - w)

Resolution 3-2021 **APPROVAL SECTION C – Bar, Variance, & County Planning Board Members**

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

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

Resolved to accept Section C-Bar, Variance & County Planning Board Members

Resolution 4-2021 **APPROVAL APPENDIX D – Paid Town Holidays**

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

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

Resolved to accept Appendix D – Paid Town Holidays

Resolution 5-2021 **APPROVAL ATTACHMENT F – Code of Ethics**

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

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

Resolved to accept Attachment F – Code of Ethics

Resolution 6-2021 **APPROVAL APPENDIX G – Town Highway & Water Department Pay Date Schedule**

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

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

Resolved to accept Appendix G – Town Highway and Water Department Pay Date Schedule

2. Town Board

- a) 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 when most of the board feels that more specific rules are needed.
- b) 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.
- c) 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.

3. Fiscal Matters

- a) 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) 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) Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.
- d) 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) 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) Be it resolved that any purchase by Town Officials or other Town employees other than the Superintendent of Highways more than \$2,000 must receive Town Board approval. Emergency purchases more than \$5,000 may be authorized by the Supervisor or the Deputy Supervisor.
- g) 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) 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) 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 7-2021 **APPROVAL OF FISCAL MATTERS a - i**

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

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

Resolved to accept Fiscal Matters a - i

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RESOLUTION 8-2021 **ADOPT NYS MILEAGE RATE \$.56**

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

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

Resolved to adopt NYS mileage rate \$.56

Lorie received the fourth quarter County sales tax check. It was \$144,953 minus fees. Last year, the amount was \$140,133

RESOLUTION 9-2021 **ACCEPT SCIA CONTRACT FOR 2021**

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

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

Resolved to accept SCIA contract for 2021

NEW BUSINESS

Lorie received an email from Steve Eicker commending Paul and his crew for the ground work that was done on Powers Road. He also commended Patrick for the Code Enforcement work done for the area residents who were rebuilding the marina shop and maintaining service to area boaters.

The Cayuga County Planning Board is looking to fill a vacancy

The LaBarge Group shared information that funding by state and federal sources is available through grants, related to COVID-19

Lorie will be meeting with Cheryl and Heather to discuss the water tax rate which correlates with resident assessments

OLD BUSINESS

Some residents have been inquiring about New Vision internet hookups.

RESOLUTION 10-2021 **APPROVAL OF December 30, 2020 MINUTES**

On a motion of Board member Shields, seconded by Board member Sellen-Gross, the following resolution was

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

Resolved that the December 30 minutes be approved

CLERK'S REPORT

Report on Revenues from Clerk's Office for December 2020

Certified Copies	\$160.00
Marriage license	17.50
Dog Licenses	107.00 (\$126 total - \$19 Ag & Markets
population control fund)	
Building Permits	85.00

Disbursements for December 2020

Paid to Supervisor	\$ 392.00
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Paid to NYS Health Department 22.50

RESOLUTION 11-2021 **CLERK'S REPORT**

On a motion of Board member Shields, seconded by Board member Sellen-Gross, the following resolution was

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

Resolved that the December 2021 Clerk's Report be approved

ASSESSOR REPORT

Heather reported that she is working on mailing exemption renewals

CODE ENFORCEMENT REPORT

Lorie Sellen-Gross

The following is a summary of activity since the December 9, 2020 report:

- Issued two 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 November 11, 2020 report:

#20-6 Shane Warner 2675 Hill Road (Tax Map #238.00-1-20.2) 40' x 40' pole barn

#21-1 Phillipa J. Johnson 1426 Powers Road (Tax Map #236.00-1-20) install woodburner

Issued four orders to remedy violations and violation appearance tickets for property maintenance and junk violations. Will prepare information and complaints and submit to Genoa Justice Court.

Violations (excessive weeds and grass) at the Underwood property at 8899 State Route 90 were remedied in December and the exterior areas of the property are now in compliance with the 2020 Property Maintenance Code of New York State.

HIGHWAY REPORT

Cheryl Shields

The men have done more sanding of roads than plowing due to freezing rain. Shop work, we have brought the ditcher, both mowing tractors and the pay loader in for service; washed and waxed exteriors and detailed cab interiors. Replaced sander controls, repaired cab floor, and built new battery box on truck #9. Serviced, sharpened, and painted our forestry head mower. Built a box to put on truck #1 to chip trees and brush into.

RESOLUTION 12-2020 **APPROVAL OF BILLS**

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

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

Resolved to approve the bills as presented with two additions

WATER REPORT

Sue Moss

Total - 2,526,600 gallons

Average - 81,503 gallons

With no further business, on a motion of Board Member Stout, seconded by Board Member Shields, the meeting was adjourned at 7:40 p.m. Carried unanimously

Susan B. Moss, Town Clerk

After adjournment, Lorie and some Board members remained to participate in a WebEx presentation by NYSERDA with info regarding Solar Laws, information around it which can and will be helpful when finalizing our town law and lastly sharing a connection with a solar law to our Comprehensive Plan.