

**TOWN BOARD OF GENOA
ORGANIZATIONAL AND REGULAR MEETING**

January 12, 2022

The Organizational and Regular meetings of 2022 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 12, 2022

Present Lorie Sellen-Gross, Supervisor
 Cheryl Shields, Board Member
 Don Slocum, Board Member
 Brandon White, Board Member
 Joe Philip, Board Member
 Sue Moss, Clerk

The Organizational and Regular Board meetings were called to order at 6:30 p.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

The Board welcomed Joe Philip as a new Board member.

- A – Appointments
- B – Schedule of Salaries
- C – Appointment Term Schedule for Variance, Assessment and County Planning Board
- D – Holiday Schedule
- E – Standard Workday, ROA, and Reinstatement of ROA documents (will be available at April board meeting)
- F – Code of Ethics
- G –Town Highway and Water Department Pay Date Schedule

Attachment A

APPOINTMENTS for 2022

- a. Assessor: Heather Garner – six-year term expiring 12/31/2025
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2022
- c. Board of Assessment Review: Five-year terms (see personnel and term schedule below in Section C)
- d. Code Enforcement Officer: Kevin Foster– one year term expiring 12/31/22
- 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 12/31/2023
- h. Deputy Supervisor-Cheryl Shields – one-year term expiring 12/31/2022
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2022
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2022
- k. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2023
- l. Records Management Clerk: Lorie Sellen-Gross – one-year term expiring 12/31/2022
- m. Secretary to Town Supervisor: Pamela Landon – one-year term expiring 12/31/2022
- n. Superintendent of Highways: Paul Wheeler– two-year term expiring 12/31/2023
- o. Town Budget Director: Lorie Sellen-Gross – one-year term expiring 12/31/2022
- p. Town Historian: one-year term expiring 12/31/2022
- q. Town Payroll Officer: Pamela Landon–one-year term expiring 12/31/2022
- r. Variance and Cayuga County Planning Boards: Five-year terms (see personnel and term schedule below in Section C)

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Attachment B

SCHEDULE OF SALARIES FOR 2022

- a. Assessor: \$20,715.00 annual salary pro-rated monthly & paid at the end of each month
- b. Attorney to the Town: Per current contract at hourly rate of \$270, yearly appointment
- c. Board of Assessment Review Member: \$200.00 annual salary and paid the 15th of December or unless resignation occurs, 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 and paid the 15th of December, Chairman of this Board receives \$300.00 annual salary paid the 15th of December, see personnel and term schedule below in section C
- e. Code Enforcement Officer: \$10,000 annual salary pro-rated monthly paid at the end of each month, plus \$70 monthly contractual expenses for his phone and laptop but no mileage reimbursement for town duties paid at monthly meeting.
- f. Court Clerk: \$6,680 – 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. Motor Equipment Operator: Hourly rates ranges based on experience and evaluation w/ time & ½ over 40 hours, 2022 rates range between \$22 to \$25.50 New pay rate increases effective w/ first day of the new pay period 1/11/22 after Organizational Meeting approval on 1/12/22.
- j. Motor Equipment Operator Part-time: \$21.00 per hour with time and a half over 40 hours, no benefits
- k. Registrar of Vital Statistics: \$10 per service as received by the Town Clerk
- l. Records Management Clerk, Town Clerk and Town Bookkeeper: \$20.00 per hour, aggregate not to exceed budget line item
- m. Secretary to Town Supervisor: \$10,000 annually, pro-rated monthly & paid at end of each month
- n. Superintendent of Highways: \$60,000 annual salary pro-rated monthly & paid on the 15th & last day of the month.
- o. Town Budget Director: \$1500.00 annual salary paid on 12/15
- p. Town Budget Director Assistant: \$400.00 annual salary paid on 12/15
- q. Town Clerk/Tax Collector: \$16,100 annual salary pro-rated monthly & paid at the end of each month
- r. Town Council Member: \$4,250 annual salary & paid in a lump sum on 12/15
- s. Town Historian: \$1,600.00 annual salary pro-rated monthly & paid at the end of each month
- t. Town Justice: \$9,000 annual salary pro-rated monthly & paid at the end of each month
- u. Town Supervisor: \$14,000 annual salary pro-rated monthly & paid at the end of each month
- v. Superintendent of Highways additional stipend: \$4,000 for 2022, 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 for 2022 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
- (2) Michael Minnies – 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) Anton Parseghian, 12/31/2024
- (5) Chris Wilbur, 12/31/2026

Cayuga County Planning Board Term: Five-year Term

- (1) Anton Parseghian 12/15/2021 – 12/31/2026

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Appendix D

2022 Town Holiday Schedule (Paid Days)

Saturday, January 1, 2022

Monday, February 21, 2022

Monday, May 30, 2022

Monday, July 4, 2022

Monday, September 5, 2022

Monday, October 10, 2022

Tuesday, November 8, 2022

Friday, November 11, 2022

Thursday, November 24, 2022

Monday, December 26, 2022

New Year's Day

Presidents' Day

Memorial Day

Independence Day Observed

Labor Day

Columbus Day

Election Day

Veterans Day

Thanksgiving

Christmas

Attachment F 2022 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.

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.

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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 2022 HIGHWAY AND WATER EMPLOYEE PAY SCHEDULE

See separate attachment

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 own 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 6:30 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.

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 the Town Supervisor is authorized to spend up to \$5000.00 in aggregate out of the General Budget without prior approval of the Board. Any purchase by any other Town Official or other Town employees, other than the Highway Superintendent and Town Supervisor, for more than \$2,000 must receive Town Board approval. Emergency purchases more than \$5,000 may be authorized by the Deputy Supervisor.
- g) Be it resolved that any check rendered to the Town of Genoa and returned for any reason will be assessed 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.
- j) NYS Mileage Reimbursement rate for 2022 is set at \$.585 per mile.

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RESOLUTION ON Officers and Employees:

Resolution 1-2022 **APPROVAL ATTACHMENT A (a - r) on Town Appointments**
On a motion of Board Member Slocum, seconded by Board Member Shields, the following resolution was

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to accept Attachment A (a - r)

Resolution 2-2022 **APPROVAL ATTACHMENT B (a - w) on Schedule of Salaries**
On a motion of Board member Slocum, seconded by Board member Shields, the following resolution was

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to accept Attachment B (a - w)

Resolution 3-2022 **APPROVAL SECTION C – Bar, Variance, & County Planning Board Members**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

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

Resolution 4-2022 **APPROVAL APPENDIX D – Paid Town Holidays**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to accept Appendix D – Paid Town Holidays with the following added:

The highway department works 4 ten-hour days. When a holiday falls on the weekend, they will receive another day off. As an example, Veterans’ Day falls on a Friday which is a regular day off so employees will have Thursday, November 10 off.

Resolution 5-2022 **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, Philip, White
Nays 0

Resolved to accept Attachment F – Code of Ethics 1, 2, 3 a-j and 4

Resolution 6-2022 **APPROVAL APPENDIX G – Town Highway & Water Department Pay Date Schedule**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

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

Resolution 7-2022 **APPROVAL OF FISCAL MATTERS a - j**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to accept Fiscal Matters a - j

At this time, the Organizational Meeting was adjourned on a motion by Board Member Shields and seconded by Board Member Philip

RESOLUTION 8-2022 **APPROVAL OF TRANSFER OF FUNDS**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to approve transfer of funds:

First Transfer:

Transfer \$100.00 from A1990.4 Contingent Account
To A5010.4 Highway Superintendent Contractual

Second Transfer:

Transfer \$520.00 from A1990.4 Contingent Account
To A3620.4 Safety Contractual

RESOLUTION 9-2022 **APPROVAL OF DECEMBER 29, 2021 MINUTES**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to approve the December 29, 2021 minutes

RESOLUTION 10-2022 **APPROVAL OF BILLS**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to approve the bills as presented

CLERK’S REPORT

Report on Revenues from Clerk’s Office for December 2021

Certified Copies	\$150.00
Dog Licenses	79.00 (\$90 total - \$11 Ag & Markets
population control fund)	
Building Permits	165.00

Disbursements for December 2021

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Paid to Supervisor \$ 394.00

RESOLUTION 11-2022 CLERK'S REPORT

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved that the December 2022 Clerk's Report be approved
I informed the Board that I will be leaving my position as Clerk/Collector on the 28th of February.

CODE ENFORCEMENT REPORT

My report for January Board Meeting is as follows,

December 8

- Call from Scott Shaw regarding progress of Variance
- Talked with John Fessenden about retaining wall requirements Fire Ln 7

December 9

- Call for plumbing inspection Brooks Rd

December 10

- Call from Marshall 507 Mahaney Rd Electrical final Permit 21-10

December 14

- Final inspection 96 Brooks Rd needed House number and placard for type of construction and Permit for Hot tub to complete Final
- Inspection Lot 12 Brooks Road
- Framing Inspection Fire Lane 1
- Answered Email about Zoning Old Genoa Rd (not ours)
- Emailed Permit and requirements to Willet Dairy for trailer on Lane Rd

December 15

- Office hours started at 9
- Reviewed Permit Willet Dairy on Lane rd. Single wide Trailer
- Received Fire Code Notification from Genoa FD 2599 Atwater chimney issue
- Filed C-404 report U.S. Department of Commerce
- OTR Helen Crisa 10138 State Rt 90 for trash all over porch and yard
- Foundation Inspection 1170 Oberon Drive
- Emailed CC Health Department questions on two septic systems

December 16

- Rod Hazelton questions on his septic system
- Talked with Nick NP Environmental about Geothermal and electrical requirements
- Spoke with Tyler about concrete pour Rabbit Run project

December 17

- Spoke with Tim Fessenden about final inspection

December 21

- Call from resident about trash at 10138 State Rt 90 advised OTR had been issued
- Call from Donna Walters about retaining wall on Honoco Rd.

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December 22

- Office Hours
- Tim Fessenden waiting on fire door for final
- Issued Permit 21-62 to Willet Dairy for Lane Road
- Meeting with Anto Parseghian about Solar installations and requirements
- Spoke with Al Roy regarding Oberon Drive Inspections

December 27

- Questions about trailer 2611 Lansing Genoa Townline Rd
- Review Flood maps for meeting with State

December 29

- Office Hours
- Meet with Scott Shaw about Variance
- WebEx meeting set up by State for Flood Plane Management @11 they were no show
- Completed C of O for 96 Brooks Rd

January 5

- Office Hours
- Issued Permit 22-01 to John Connor renovation of area of Pole Barn into Office
- Spoke with Mike Rose about Pole Barn on Atwater Rd
- Attended Variance Board Meeting regards to Shaw property State Rt 34B on road frontage.
- Inspection 1170 Oberon Drive

January 8

- Received Email notice for 1203 reporting to State

January 12

- Office Hours
- Start preparing information for 1203 report
- Send out Board Report

Kevin spoke with Lorie about solar energy and that he is following the application process closely.

Scott Shaw's variance application was approved with a vote of 3 to 1.

RESOLUTION 12-2022 **CHANGE LIGHT BULBS THROUGHOUT THE TOWN HALL**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White
Nays 0

Resolved to change lightbulbs throughout the Town Hall be approved

HIGHWAY REPORT

Brandon White

The guys have been plowing and sanding and keeping up on repair and servicing of equipment. Removed and repaired the leaking hydraulic tank on our John Deere mowing tractor. Completed some minor changes on our recently purchased shoulder machine. We took it to the

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Town of Venice to store inside. We are working on cleaning and organizing our two storage buildings.

The water department has been trying to locate a water leak at the corner of Lake and Clearview Roads and found it was a private service line leaking.

The CHIPS check was finally located. It had been direct deposited into the Water Department account. It has been transferred to the Highway Department account.

WATER REPORT

Sue Moss

Total - 1,790,000 gallons

Average - 57,700 gallons

OLD BUSINESS

ARPA has been extended to April 2022. The Town will work with Hunt Engineers and the money will be used for a new waterline extension on Academy Street.

The Supervisor's Report is not currently finalized.

The Town has saved with the new streetlight bulbs.

NEW BUSINESS

The Shared Services Plan for Cayuga County was signed in December.

The shoulder machine will be shared with the Town of Venice.

The Town received from the County, 25 COVID test kits and 600 KN-95 masks. They will be available to residents starting Thursday, January 13.

There is a correction to the December 8, 2021 minutes. Eric Reeves has been hired as a part-time MEO at \$21/hour.

Joe Philip will be handling buildings and grounds for the Town Hall as his Board Member responsibility.

The new Town of Genoa sign that was damaged by the wind, has been replaced.

The regular meeting was adjourned at 7:30 pm on a motion of Board Member Shields, seconded by Board Member Slocum. Carried unanimously.

An Executive Session was called to order at 7:30 pm to discuss employment issues.

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

Susan B. Moss, Town Clerk