

**TOWN BOARD OF GENOA  
ORGANIZATIONAL MEETING**

**January 3, 2023**

The Organizational Meeting of 2023 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 3, 2023.

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| Present    Lorie Sellen-Gross, Supervisor<br>Cheryl Shields, Board Member<br>Don Slocum, Board Member<br>Joe Philip, Board Member<br>Shannon Armstrong, Town Clerk | Paul Wheeler, Highway Superintendent |
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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.

Visitor: Scott Swan addressed the Board and thanked them for hiring him to work with the Town of Genoa Highway Department.

Budget Transfers for 2022 Year End Items: 1) Transfer \$115.00 from Workers Comp to Social Security-Med 2) Transfer \$1976.00 from Power & Pumping Contractual to Trans & Dist. Equipment 3) Transfer \$119.00 from Safety Equipment to Safety Contractual 4) Transfer \$400 from Supervisor Equipment to Supervisor Contractual

**RESOLUTION 1-2023     APPROVAL OF THE FOUR BUDGET TRANSFERS**

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

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

Resolved to approve the Budget Transfers.

**RESOLUTION 2-2023     APPROVAL OF BILLS AS PRESENTED FOR YEAR ENDING 2022**

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

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

Resolved to approve the bills as presented for year ending 2022.

Organizational Meeting of the Town of Genoa.

- 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 2023**

- a. Assessor: Jay Franklin -6 months term through 6/30/2023 or further if he desires
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2023
- 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 12/31/23
- e. Court Clerk: Claire Hebbard– term coincides with term of Justice – 12/31/2023
- f. Deputy Highway Superintendent: vacant
- g. Deputy Registrar of Vital Statistics, two-year term: Lorie Sellen-Gross – term expiring 12/31/2024
- h. Deputy Supervisor-Cheryl Shields – one-year term expiring 12/31/2023
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2023
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2023
- k. Registrar of Vital Statistics: Shannon Armstrong – two-year term expiring 12/31/2024
- l. Records Management Clerks: Lorie Sellen-Gross and Shannon Armstrong– one-year term expiring 12/31/2023
- m. Secretary to Town Supervisor: Pamela Landon – one-year term expiring 12/31/2023
- n. Superintendent of Highways: Paul Wheeler– two-year term expiring 12/31/2023
- o. Town Budget Director: Lorie Sellen-Gross – one-year term expiring 12/31/2023
- p. Town Historian: Shannon Armstrong-one year term expiring 12/31/2023
- q. Town Payroll Officer: Pamela Landon–one-year term expiring 12/31/2023
- r. Variance and Cayuga County Planning Boards: Five-year terms (see personnel and term schedule below in Section C)

**Attachment B**            **SCHEDULE OF SALARIES FOR 2023**

- a. Assessor: \$20,000.00 annual salary pro-rated monthly & paid at the end of each month, \$70 contractual expense per month; \$60 for designated cell phone, \$10 towards property visit mileage. Mileage and cost of training meetings are reimbursable.
- b. Attorney to the Town: Per current contract at hourly rate of \$270 and \$170 for his paralegal
- c. Board of Assessment Review Member: \$200.00 annual salary and paid the 15<sup>th</sup> of December or unless resignation occurs, mileage can be reimbursed for meetings that qualify for coursework towards position

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- d. Board of Appeals/Variance Member and Cayuga County Planning Board Member: \$200.00 annual salary and paid the 15<sup>th</sup> of December, Chairman of this Board receives \$300.00 annual salary paid the 15<sup>th</sup> of December, see personnel and term schedule below in section C
- e. Code Enforcement Officer: \$10,300 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: \$6,800 – annual salary prorated monthly & paid at the end of each month, term expires when Judge's does.
- 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 based on experience and evaluation w/ time & ½ over 40 hours, 2023 rates range between \$22.57 to \$26.39 with new pay rate increases effective w/ first day of the new pay period 1/10/23. Hourly rates based on Organizational Meeting approval on 1/3/23.
- k. Motor Equipment Operator Part-time: \$22.00 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, Town Supervisor, Town Clerk and Town Bookkeeper: \$20.00 per hour, Town Bookkeeper may be needed for records management at times at same hourly rate.
- n. Secretary to Town Supervisor: \$11,000 annually, pro-rated monthly & paid at end of each month
- o. Superintendent of Highways: \$63,400 annual salary pro-rated monthly & paid on the 15<sup>th</sup> & last day of the month.
- p. Town Budget Director: \$1600.00 annual salary paid on 12/15
- q. Town Budget Director Assistant: \$500.00 annual salary paid on 12/15
- r. Town Clerk/Tax Collector: \$14,850 annual salary pro-rated monthly & paid at the end of each month
- s. Town Council Member: \$4,250 annual salary & paid in a lump sum on 12/15
- t. Town Historian: \$1,800.00 annual salary pro-rated monthly & paid at the end of each month
- u. Town Justice: \$9,400 annual salary pro-rated monthly & paid at the end of each month
- v. Town Supervisor: \$15,000 annual salary pro-rated monthly & paid at the end of each month
- w. Superintendent of Highways additional stipend: \$4,000 for 2023, 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 2023 BAR, Variance Board and Cayuga County Planning Board Representative**

Board of Assessment Review: Five-year terms

- (1) Joel Meade – 10/1/18 – 09/30/2023
- (2) Michael Minnies – 10/1/22 – 9/30/2027
- (3) Anton Parseghian – 7/1/2022 – 6/30/2027

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

**Appendix D**

**2023 Town Holiday Schedule (Paid Days)**

Monday, February 20, 2023	Presidents' Day
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Columbus Day
Tuesday, November 7, 2023	Election Day
Friday, November 10, 2023	Veterans Day Observed
Thursday, November 23, 2023	Thanksgiving
Monday, December 25, 2023	Christmas
Monday, January 1, 2024	New Year's

**Appendix E** Standard Workday, ROA and Reinstatement of ROA: Presented at 2/8/2023 meeting for approval.

**Attachment F 2023 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 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.

**APPENDIX G and G2 TOWN OF GENOA 2022 HIGHWAY AND WATER  
EMPLOYEE PAY SCHEDULE**

**See separate attachments**

**Town Board**

- a) Be it resolved that the Genoa Town Board will continue with the practice of using the rules as outlined in the 2021 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 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 \$6000.00 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 2023 is set at \$65.5 per mile.

**RESOLUTION ON Officers and Employees:**

Resolution 3-2023 **APPROVAL ATTACHMENT A (a-r) on Town Appointments**

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

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

Resolved to accept Attachment A (a-r).

Resolution 4-2023 **APPROVAL ATTACHMENT B (a-w) on Schedule of Salaries for 2023**

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

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

Resolved to accept Attachment B (a-w).

Resolution 5-2023 **APPROVAL SECTION C – Bar, Variance, & County Planning Board Members**

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

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

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

Resolution 6-2023 **APPROVAL APPENDIX D – Paid Town Holidays**

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

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

Resolved to accept Appendix D – Paid Town Holidays.

Resolution 7-2023 **APPROVAL ATTACHMENT F – Code of Ethics- Town of Genoa**

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

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

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

Resolution 8-2023 **APPROVAL APPENDIX G and G2 – 2023 Town Highway & Water Employee Pay Schedule**

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

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

Resolved to accept Appendix G and G2 – Town Highway and Water Department Pay Date Schedule.

Resolution 9-2023 **APPROVAL OF TOWN BOARD PRACTICE STATEMENTS (a - c)**

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

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

Resolved to accept the Town Board practice statements (a - c).

Resolution 10-2023 **APPROVAL OF FISCAL MATTERS (a - j)**

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

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

Resolved to accept Fiscal Matters (a- j).

The Organizational Meeting was adjourned at 7:00pm on a motion by Board Member Shields and seconded by Board Member Philip. Carried unanimously.

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Shannon Armstrong, Town Clerk