

TOWN OF GENOA REGULAR MEETING

April 12, 2023

The 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 March 8, 2023.

Present Lorie Sellen-Gross, Supervisor Paul Wheeler, Highway Superintendent
 Cheryl Shields, Board Member
 Don Slocum, Board Member
 Joe Philip, Board Member
 Brandon White, Board Member
 Shannon Armstrong, Town Clerk

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

Visitors: Robert Ward

RESOLUTION 30-2023 APPROVAL OF BOARD MINUTES FOR 3/8/2023 REGULAR MEETING

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

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

Resolved to accept approval for the March meeting.

One Budget Transfers: Transfer \$1000 from Contingency Fund to Assessor Contractual Fund

RESOLUTION 31-2023 APPROVAL OF THE ONE BUDGET TRANSFER

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

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

Resolved to approve the Budget Transfer.

RESOLUTION 32-2023 APPROVAL OF SUPERVISOR’S FINANCIAL REPORT: March 31, 2023

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

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

Resolved to approve the Supervisor’s Financial Report for March 2023.

RESOLUTION 33-2023 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 accept the approval of the March bills as presented.

CLERK'S REPORT

Report on Revenues from Clerk's Office for March 2023

| | |
|-----------------------------------|---|
| Certified Copies (2) | \$ 20.00 |
| Marriage License (0) | \$ 00.00 |
| Dog Licenses (4) control fund) | \$ 32.00 (\$5.00 to Ag & Markets population |
| Building Permits (7) | \$ 465.00 |

Disbursements for March 2023

| | |
|--|-----------|
| Paid to Supervisor | \$ 517.00 |
| Paid to NYS Health Dept. for Marriage Lic. | \$ 00.00 |

RESOLUTION 34-2023 **CLERK'S REPORT**

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

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

Resolved that the March 2023 Clerk's Report be approved.

Code Enforcement Report

My report for April Board Meeting is as follows,

March 10

- Gave information on roof permit 1239 Rt 90

March 13

- Questions by M&T Bank 622 State Rt 34B

March 14

- Text from Ms. Goodale about 483 Powers rd.
- Questions from Tyler Vanostrand

March 15

- Office Hours
- Permit 23-11 Roof Permit 1239 State Rt 90
- Completed c404 census report
- Answer email with information to close cell tower permit

March 16

- Complaint that people are soliciting moneys to make an illegal school at 586 Sharpsteen Rd

March 21

- Received Air test for 859 Fire Lane 8
- Office Hours
- Meet with Scott Shaw
- Meet John about Deck with roof 10036 State Rt 90
- Review plans for Rose Deck Atwater Road

March 23

- Eight hours of Energy Code Training

March 28

- Make appointment with J Turek fire inspections Mahaney Rd

March 29

- Fire Inspections for Migrant Housing 534 & 659 Mahaney Rd Inspection King Ferry Store 34B & State Rt 90
- Office Hours
- Meet Dale about perspective variance request Powers Rd
- Email ADA requirements to resident for a ramp
- Work on files
- Issue Permits 23-13 and 14 to Mr. Rose Atwater Rd
- Issue Temporary Certificate of Occupancy 859 Fire Lane 8
- Meet Resident about setback requirements for pole barn

March 31

- Call about permit info State Rt 34B

April 5

- Office Hours
- Email about subdivision requirements
- File census c404 form
- Issued shed permit 22-15 1266 Oberon Drive
- Calculate permit fee for resident 34B
- File with NYSERDA completion of Clean Energy Training

April 10

- Complete Monthly Report
- *I will NOT be in office April 12 as I am taking yearly Code updates in Syracuse.*

Assessor's Report

Building Permits

- Reviewed almost all the prior two years of building permits (just two more to finalize for this current year).
- Confirmed with Kevin Foster that the last few years of new homes have been properly accounted for on the assessment roll.
- Currently have 10 building permits to carry over to 2024 as the work was not complete by March 1, 2023.

Exemptions

- Added 66 new Enhanced STAR recipients.
- Added 21 new Low-Income Senior Exemption recipients.
- Added 4 new Agricultural Land Exemption recipients.
- Received the first 3 reports for the Enhanced STAR Exemption.

Trainings

- This last month I attended a training session regarding the valuation of industrial solar and the current
- court case against the NYS Department of Taxation and Finance.
- Preparing for Grievance Day
- We have determined that Grievance Day is May 30 and will be held from 4-8PM
- Contacted all members and introduced myself to them

Preparing for the 2024 Assessment Roll

- During May/June, I will be running a pilot program to review the state of the inventory in the town.
- Before embarking on a revaluation, I want to ensure that the data is accurate so a pilot program will confirm what data collection will be needed prior to a revaluation.
- As our level of assessment will be reduced to 88% this year, that is not what concerns me. But I am concerned about the equity on the assessment roll and a test project to confirm inventory is needed prior to a revaluation.

New Technology

- I appreciate the investment in the new laptop and printer. I find myself on the laptop more since it starts up in seconds. The printer/scanner will be used when I start to digitize our sketch cards.
- I have created a uniform database to use for exemptions processing and I built in a grievance module too.
- We have 116 distinct owners of agricultural land and the 2024 renewal application will have multiple parcels on each renewal application (180 less pages to print/file). For the next report I'll have a sample renewal application to show you.

Form/Fee Update

- I have provided a Memorandum of Apportionment Request Form and I'm asking for approval to start charging for this service. This is the same charge that I use for Tompkins County. Since I have started, I have been asked twice for this so it's time to start charging for it.

RESOLUTION 35-2023 APPROVAL TO CHARGE AN APPORTIONMENT FEE USING THE PAY SCALE FROM TOWN ASSESSOR

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

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

Resolved to approve charging an apportionment fee using the pay scale provided from Jay Franklin.

Jay Franklin has agreed to continue to be the Genoa Town Assessor until 9/30/2025.

RESOLUTION 36-2023 APPROVAL TO EXTEND JAY FRANKLIN'S APPOINTMENT UNTIL 9/30/2025.

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

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

Resolved to approve the Town Assessor's appointment until 9/30/2025.

HIGHWAY REPORT

Submitted by Paul Wheeler

The guys have removed plowing equipment and are hauling material for this year's paving. Scott Swan has passed his grade C water certification and is scheduled to take his grade D in the second week of May. We had a water leak on Rt. 34 in front of the Shiels residents. We are working on our lead copper service line inventory. Paul gave an update on the North Street drainage improvements. The materials for the water pipe that collapsed on Route 90 will arrive on May 22, 2023.

WATER REPORT

Total for month of March 2023 – 1,816,300

Daily Average for month of March 2023 – 58,590

Dog Control: Carl Collier is retiring from his position with the Finger Lakes Dog Protection Agency at the end of 2023.

COMMITTEE REPORTS

Water District – The survey letter went out to all the water customers in regards to asking the type of connection being used that goes into users households. We have received about 1/3 of them back.

Buildings & Grounds - John Connor will be installing a light on north end of Town Hall parking lot. Cheryl will take care of putting the solar light on the Court Sign, and the hallway lighting outside the town clerk window.

RESOLUTION 37-2023 APPROVAL OF LIGHT INSTALLATION BY NYSEG AT BOTTOM OF WEST HILL

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

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

Nays 0

Resolved to approve the installation of the light at the bottom of West Hill.

Old Business Updates:

The highway employees now have AFLAC short term disability insurance. Kessler's will be putting the new septic holding tank behind the Rural Life Museum next week. Ongoing discussions regarding the legislation to afford our volunteer emergency responders the option of receiving a 10% real property tax reduction on their tax bill. FEMA declined the funding for the two generators. Re-quote asked of John Connors.

New Business

Highway access road sub-application has passed and now is in the hands of the actual FEMA reviewers. Additional support information has been sent to FEMA per their request. Lev Saltonstall and Sally Klinge met with Lorie and reviewed the upcoming Treleven Music/Wedding schedule. They have decreased the number of events they host, which may help with the noise level issue. Other discussions took place regarding ways to decrease the noise

level during band dates. Don and Pam will be attending a Town Finance School in Geneva in May.

Request from Pat Sellen and Chris Wilbur for cemetery funds for Genoa Rural Cemetery and Maple Wood Cemetery for mowing.

RESOLUTION 38-2023 APPROVAL OF FUNDING THE TWO CEMETERIES \$1200.00 TO EACH CEMETERY FOR MOWING.

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

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

Nays 0

Resolved to approve the funding for the two cemeteries.

The Water Superintendent position is still open. Paul Wheeler is currently filling the position as the "Acting Water Superintendent." Compensation for this role has been approved.

RESOLUTION 39-2023 APPROVAL TO APPOINT PAUL WHEELER AS ACTING WATER SUPERINTENDENT

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

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

Nays 0

Resolved to approve Paul Wheeler as Acting Water Superintendent.

RESOLUTION 40-2023 APPROVAL TO ADOPT THE STATE OF NY UNIFIED SOLAR PERMIT FOR THE TOWN OF GENOA

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

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

Nays 0

Resolved to approve the State of NY Unified Solar Permit for the Town of Genoa.

Roll Call taken. All in favor.

ARPA Funding - \$153k to spend. Suggestions for the use of the money would be 1) payment for the two generators and 2) a small pavilion built on the southwest side of the building. This would be a great place for picnic tables, and people to gather.

Fund Balance Policy – Lorie recommended \$200k be transferred from highway surplus fund to the equipment reserve capital fund and transfer \$150k from the water surplus fund to water district future fund. We can transfer the funds back if there is a need for this.

RESOLUTION 41-2023 **APPROVAL TO TRANSFER THE FUNDS TO EQUIPMENT RESERVE CAPITAL FUND AND THE WATER DISTRICT FUTURE FUND.**

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

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

Resolved to approve the transfer of funds.

The Supervisor asked the Board at 7:55 p.m. to go into the Executive Session for employment discussions. On a motion of Board Member Shields, seconded by Board Member Slocum, the Executive Session was adjourned at 8:10 p.m. Carried unanimously.

The regular meeting was adjourned at 8:10pm on a motion of Board Member Shields, seconded by Board Member Slocum. Carried unanimously.

Shannon Armstrong, Town Clerk