

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

January 14, 2026

The Regular Town Board Meeting and Organizational Meeting of 2026 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 14, 2026.

Present Don Slocum, Supervisor Paul Wheeler, Highway Superintendent
 Cheryl Shields, Board Member
 Joe Philip, Board Member
 Albert Armstrong, Board Member
 Kristi Gans, Board Member
 Shannon Armstrong, Town Clerk

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

RESOLUTION 1-2026 APPROVAL OF BOARD MINUTES FROM 12/30/2025

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to approve the Board Minutes from 12/30/2025

RESOLUTION 2-2026 APPROVAL OF SUPERVISOR'S FINANCIAL REPORTS FOR 12/2025

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to approve the Supervisor's Financial Report.

The Town received a check for \$150.00 from Court Diversion program. It will be applied to the town lawyer fees.

RESOLUTION 3-2026 APPROVAL OF BILLS AS PRESENTED

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept the approval of the December 2025 final bills as presented.

CLERK'S REPORT

Report on Revenues from Clerk's Office for December 2025

Certified Copies (2)	\$ 60.00
Marriage License (0)	\$ 00.00
Dog Licenses (10)	\$ 100.00 (\$10.00 to Ag & Markets population control fund)
Building Permits (2)	\$ 1110.00
Disbursements for December 2025	
Paid to Supervisor	\$ 1270.00

RESOLUTION 4-2026 **CLERK'S REPORT**

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved that the December 2025 Clerk's Report be approved.

CODE ENFORCEMENT OFFICER REPORT

Presented by Kevin Foster

December 11

- Call for permit information on Maple St

December 17

- Office Closed in NYC for Wife's Award

December 18

- Inspection FL 2-Footer with corrections

December 24

- Framing Inspection Rt 34
- Office Hours
- Issue Permit 25-59 1158 Oberon
- Review new asbestos regulations per NYS Dept. Labor
- Reply to email on certificate of occupancy 1058 Bradley St

December 31

- Office Hours
- Meet Mike FL 2 Project
- Issue Permit 25-60 Demo Permit 992 Rt 34B
- Answer questions on Hot Water Heater Permit

January 7

- Inspection FL 2 Poured Walls
- Issued Permit 26-01 Renewal Rt 90
- Application for Roof Permit was in Lansing
- Completed C 404 Annual Census Report

January 13

- Call and Email on Permit Requirements for Trailer on Sharpsteen Rd

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- Office Hours
- Meet Nathen for Electrical permit Rt 34B
- Research proposal for Sharpsteen Rd will need to address some issues and get variance
- Complete Report for Board

ASSESSOR'S REPORT

Presented by Jay Franklin

Exemption Renewal Applications - Mailed on December 12.

For the agland exemption, I would need the application signed and returned if the land is going to be committed to ag production for the next 5 years. (and an updated lease if needed). For the senior/disability exemptions, in most cases I need a copy of the 2024 Federal Income Tax return or if a senior doesn't file, I would need them to fill out the income worksheet on the back. For those seniors who gave me their 2024 income already, the application will note that I have the 2024 income on file. We are getting a good return of these so far.

Legislation Update

Governor Hochul signed into a law, a new exemption statute which has been billed as providing 100% disabled veterans with a full exemption from property taxes (if the local municipality opted into the exemption). This does provide a 100% exemption if the veterans meets the following criteria:

- Have a qualifying condition under NYS Veterans' Services Law, defined as:
 - Post-Traumatic Stress Disorder (PTSD), **or**
 - Traumatic Brain Injury (TBI), **or**
 - Military Sexual Trauma (MST), **or**
 - Be a discharged LGBT Veteran with an other-than-dishonorable or bad conduct discharge; **and**
- Have a **100% disability rating** with a **Permanent and Total** designation from the VA; **and**
- Have a **Total Disability based on Individual Unemployability (TDIU)** designation from the VA; **and**
- Qualify for the VA's **pecially adapted housing grant**.

I am not sure if we have any veterans who might be eligible for this exemption as we only have 4 100% service-connected disabled veterans. Regardless, I am also hearing that NYS will be revising this exemption shortly. I would recommend that we wait to see what happens before considering adapting this exemption.

SUPERINTENDENT OF HIGHWAYS REPORT

Presented by Paul Wheeler

Highway Report January 2026

1. Plowing and sanding roads.
2. Truck maintenance and repair.
3. We have a 19 Ton weight limit on Creek Rd. the bridge North of Mayo Rd. Due rust and deterioration.
4. Cleaned up down trees on Hill Rd.

WATER REPORT

Total for month of December 2025 – 2,349,590 gallons (December 2024: 1,890,514 gallons)
Daily Average for month of December 2025 – 75,790 gallons (December 2024: 60,972 gallons)

DOG CONTROL

Number of Complaints: 1
Dogs Seized and Sheltered: 0
Dogs Redeemed: 0
Dog Adopted: 0
Dogs Advertised: 0
Dogs Euthanized: 0
Licenses Written: 0
Notice to Comply Wrote: 0
Appearance Tickets Issued: 2
Lost & Found Matches: 0
Notes: Dog bite on Atwater Rd. Dangerous Dog paperwork filed and pending.

New Business

2026 Organizational Meeting of the Town of Genoa.

SECTION A – Appointments for 2026
SECTION B – Schedule of Salaries for 2026
SECTION C – Appointment Term Schedule for Variance, Assessment, County Planning Board, Cayuga County Sewer & Water Authority Board, and Cayuga Lake Watershed Intermunicipal Organization.
SECTION D – Holiday Schedule
SECTION E – Standard Workday, ROA and Reinstatement of ROA documents (will be available at February board meeting)
SECTION F – Code of Ethics
SECTION G –Town Highway and Water Department Pay Date Schedule

SECTION A APPOINTMENTS for 2026

- a. Assessor: Jay Franklin -2-year term through 9/30/2027 or further if he desires
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2026
- c. Board of Assessment Review: Five-year terms (see personnel and term schedule below in Section C)
- d. Variance and Cayuga County Planning Boards: Five-year terms (see personnel and term schedule below in Section C)
- e. Code Enforcement Officer: Kevin Foster– one year term expiring 12/31/26
- f. Court Clerk: Claire Hebbard– term coincides with term of Justice – 1/1/2024-12/31/2028
- g. Deputy Highway Superintendent: vacant
- h. Deputy Registrar of Vital Statistics, two-year term: Donald Slocum – term expiring 12/31/2026
- i. Deputy Supervisor-Cheryl Shields – one-year term expiring 12/31/2026
- j. Dog Control Officer: Suzie Tracy – yearly contract expiring 12/31/2026
- k. k Dog Enumerator: Vacant -- one-year term expiring 12/31/2026.

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- l. Registrar of Vital Statistics: Shannon Armstrong – two-year term expiring 12/31/2027
- m. Records Management Clerks: Pamela Landon and Shannon Armstrong– one-year term expiring 12/31/2026
- n. Superintendent of Highways: Paul Wheeler– two-year term expiring 12/31/2027
- o. Superintendent of Water Department: Paul Wheeler– two-year term expiring 12/31/2027
- p. Town Payroll Officer/Bookkeeper: Pamela Landon–one-year term expiring 12/31/2026.
- q. Town Budget Director: Donald Slocum – one-year term expiring 12/31/26
- r. Town Budget Director Assistant: Pam Landon- one-year term expiring 12/31/2026
- s. Town Historian: Shannon Armstrong-one year term expiring 12/31/2026.
- t. Building Care Person: Vacant-one year term expiring 12/31/2026
- u. Web Master: Tonya Miles -one year term expiring 12/31/2026
- v. Town Clerk/Tax Collector- One-year term expiring 12/31/2026
- w. Rep to Cayuga Sewer & Water Authority Board-Donald Slocum- One year term expiring 12/31/2026
- x. Rep to Cayuga Lake Watershed Intermunicipal Organization- Donald Slocum- One year term expiring 12/31/2026
- y. Court Security Guard- Joshua Tagliavento-One year term expiring 12/31/2026

SECTION B SCHEDULE OF SALARIES FOR 2026

- a. Assessor: \$21,000.00 annual salary pro-rated monthly & paid at the end of each month, \$60 per month for personal designated cell phone. Mileage and cost of training meetings are reimbursable should they occur.
- b. Attorney to the Town: Per current contract at hourly rate of \$340 and \$240 for his paralegal.
- 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: \$10,928 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 after the Monthly Board Meeting.
- f. Court Clerk: \$7,596 – annual salary prorated monthly & paid at the end of each month, term expires when Judge's does.
- g. Deputy Highway Superintendent: vacant
- h. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor
- i. Deputy Supervisor- No additional Compensation
- j. Dog Control Officer: \$8400.00 per year, per current contract, paid monthly.
- k. Dog Enumerator: \$2.00/dog plus mileage at the town's reimbursement rate.
- 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. As needed
- n. Superintendent of Highways: **\$74273.68** annual salary pro-rated monthly & paid on the 15th and the last day of the month. \$60 per month for personal cell phone
- o. Superintendent of the Water Department \$32052 annual salary pro-rated monthly & paid on the 15th and last day of the month.

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- p. Town Payroll Officer/Bookkeeper: \$13022 annual salary pro-rated monthly & paid at the end of each month
 - q. Town Budget Director: \$1737.00 annual salary paid on 12/15
 - r. Town Budget Director Assistant: \$542.00 annual salary paid on 12/15
 - s. Town Historian: \$2,000.00 annual salary pro-rated monthly & paid at the end of each month
 - t. Building Care Person: \$21.00 per hour
 - u. Web Master \$ 1,100 annual salary. Paid quarterly.
 - v. Town Clerk/Tax Collector; \$16603 Annual salary pro-rated monthly and paid at the end of the month. Mileage at the Town's reimbursement rate for 2026
 - w. Rep to Cayuga County Sewer & Water Authority Board- Mileage at the Town's reimbursement rate for 2026.
 - x. Rep to Cayuga Lake Watershed Intermunicipal Organization. Mileage at approved 2026 rate.
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- A. Town Council Member: \$4,612 annual salary & paid in a lump sum on 12/15
 - B. Town Justice: \$10,000 annual salary prorated monthly & paid at the end of each month
 - C. Town Supervisor: \$14107 annual salary prorated monthly & paid at the end of each month. \$60 per month for a personal cell phone.
 - D. Motor Equipment Operator: Hourly rates ranges based on experience and evaluation w/ time & ½ over 40 hours, 2026 rates range between \$26.78 to \$27.92 with new pay rate increases effective w/ first day of the new pay period 1/07/26. Hourly rates based on Organizational Meeting approval on 1/14/26.
 - E. Motor Equipment Operator Part-time: \$23.00 per hour with time and a half over 40 hours, no benefits
 - F. Court Security Guard: \$ 100 per night.

SECTION C: Appointment Term Schedule for Variance, Assessment, County Planning Board, Cayuga County Sewer & Water Authority Board, and Cayuga Lake Watershed Intermunicipal Organization

Board of Assessment Review: Five-year terms

- (1) Nathan (Nate) Leonard -1/1/2026-12/30/31
- (2) Michael Minnies – 10/1/22 – 9/30/2027
- (3) Robert Ward – 7/1/2022 – 6/30/2027

Variance Board and Terms: Five-year terms

- (1) Dale Sellen, Chairman – 12/31/2028
- (2) Simon Ingalls- 1/1/26-12/31/31
- (3) Vacant
- (4) Anton Parseghian, 12/31/2029
- (5) Chris Wilbur, 12/31/2026

Cayuga County Planning Board Term: Five-year Term

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

SECTION D: 2026 Town Holiday Schedule (Paid Days)

Monday	1/19/26	Martin Luther King Jr.
Monday	2/16/26	Presidents Day
Monday	5/25/26	Memorial Day
Thursday	6/18/26	Juneteenth Day
Thursday	7/2/26	Independence Day
Monday	9/7/26	Labor Day
Monday	10/12/26	Columbus Day
Tuesday	11/3/26	Election Day
Wednesday	11/11/26	Veterans Day
Thursday	11/26/26	Thanksgiving Day
Thursday	12/24/26	Christmas Day
Thursday	12/31/26	New Years Day

**SECTION E: STANDARD WORKDAY, ROA AND REINSTATEMENT OF ROA
DOCUMENTS (Will be available at February 11 Town Board Meeting)**

SECTION F: 2026 CODE OF ETHICS - TOWN OF GENOA

Definition

1. The term “Town Agency” shall mean any department or office of the Town of Genoa, New York.
2. The term “Board” shall mean Town Board of the Town of Genoa, New York.

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.

Standards

1. 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.
2. 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 author
3. 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.
4. 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.
5. 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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6. An officer or employee or member of the Board should not by their conduct give reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in the performance of official duties, or that is affected by the kinship, rank, position or influence of any party or person.
7. An officer or employee or member of the Board should abstain from making personal investments in enterprises which they have reason to believe they may be directly involved in decisions to be made by them or which will otherwise create substantial conflict between duty in the public interest and private interest.
8. 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.
9. 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.
10. 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.

Town Board

1. 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.
2. 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.
3. Be it resolved that the "The Shopper" shall be designated as the official newspaper of the Town of Genoa for all legal notices. The Citizen will be used as a backup. Facebook and/or the Southern Cayuga Tribune may be used for non-legal announcements.

Fiscal Matters

1. 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.
2. 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.
3. Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.

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4. 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.
5. 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
6. 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.
7. Be it resolved that any check rendered to the Town of Genoa and returned for any reason will be assessed a \$30.00 redemption fee.
8. Be it resolved that the Deputy Supervisor be empowered to sign checks in the absence of and/or at the request of the Supervisor.
9. 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.
10. 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.
11. NYS Mileage Reimbursement rate for 2026 is set at \$.725 per mile.

SECTION G TOWN OF GENOA 2026 HIGHWAY AND WATER EMPLOYEE PAY SCHEDULE

See separate attachment.

RESOLUTIONS ON ORGANIZATIONAL MEETING:

Resolution 5-2026 APPROVAL SECTION A (a-v) on Town Appointments

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Attachment A (a-y).

Resolution 6-2026 APPROVAL SECTION B (a-x, A-F) on Schedule of Salaries for 2026

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Attachment B (a-x, A-E).

Resolution 7-2026 APPROVAL SECTION C – Bar, Variance, & County Planning Board Members

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Section C – Bar, Variance Board and Cayuga County Planning Board Reps.

Resolution 8-2026 APPROVAL SECTION D – Paid Town Holidays

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Appendix D – Paid Town Holidays.

Resolution 9-2026 APPROVAL OF SECTION E – Standard Workday, ROA and Reinstatement of ROA documents

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Appendix E – Standard Workday and ROA.

Resolution 10-2026 APPROVAL SECTION F – Code of Ethics- Town of Genoa STANDARDS (1-10)

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Attachment E – Code of Ethics 1-10.

Resolution 11-2026 APPROVAL OF TOWN BOARD Practice Statements (1-3)

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept the Town Board practice statements (1-3).

Resolution 12-2026 APPROVAL OF FISCAL MATTERS (1-11)

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Fiscal Matters (1-11).

Resolution 13-2026 APPROVAL SECTION G TOWN OF GENOA 2026 HIGHWAY AND WATER EMPLOYEE PAY SCHEDULE

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

ADOPTED Ayes 5 Slocum, Shields, Philip, Armstrong, Gans
 Nays 0

Resolved to accept Section 6 the town of Genoa employee pay schedule.

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The Organizational Meeting was adjourned at 8:10pm on a motion by Board Member Shields and seconded by Board Member Gans. Carried unanimously. The Regular Meeting was adjourned at 8:15pm on a motion by Board Member Shields and seconded by Board Member Armstrong. Carried unanimously.

Shannon Armstrong, Town Clerk