



RESOLUTION 25-2010

**APPOINT ALBERT ARMSTRONG JR. AS TOWN OF GENOA BOARD MEMBER**

On a motion by Shields, seconded by Fessenden, the following resolution was

ADOPTED Ayes 4 Bradley, Fessenden, Shields, Sellen  
Nays 0

Resolved that Albert Armstrong Jr. be appointed as a Board member

Supervisor Bradley administered the Oath of Office to A. Armstrong

RESOLUTION 26-2010

**APPROVAL OF MINUTES**

On a motion by Shields, seconded by Fessenden, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the minutes of December 9, 2009 be approved

**NEW BUSINESS**

**Officers and Employees**

Resolution 1-2010

On a motion by Fessenden, seconded by Shields, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that in lieu of individual undertakings as required by Section 25 of the Town Law, the Genoa Town Board authorizes a blanket undertaking permitted by Section 11(2) of the Public Officers Law covering officers, clerks and employees of the town. This blanket undertaking indemnifies the Town against losses caused by the failure of officers and all other employees to faithfully perform their duties or by their fraudulent or dishonest acts for the year 2010.

Resolution 2-2010

On a motion by Fessenden, seconded by Shields, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Genoa Town Board approves the following Appointments.

- a. Assessor: Heather Garner – six-year term expiring 12/31/2013
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2010
- c. Board of Assessment Review: Five-year terms
  - (1) George Nettleton – term 9/30/2008- 9/30/2013
  - (2) Carol Robinson – term 10/1/2007- 9/30/2012
  - (3) Kenton Patchen – term 10/1/2006-9/30/2011
- d. Bookkeeper: Bonnie Johnson – one-year term expiring 12/31/2010
- e. Budget Director: Peggy Bradley – one-year term expiring 12/31/2010
- f. Clerk to the Water District (Part-time): Brenda Tyrrell– one-year term expiring 12/31/2010
- g. Code Enforcement Officer: Michael Piechuta – one-year term expiring 12/31/2010
- h. Court Clerk: Brenda Tyrrell– term coincides with term of Justice
- i. Deputy Highway Superintendent: Vacant
- j. Deputy Registrar of Vital Statistics: Peggy Bradley – two-year term expiring 12/31/2011
- k. Deputy Supervisor: Lorie Fessenden – one year term expiring 12/31/2010
- l. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2010

- m. Dog Enumerator: Vacant – one-year term expiring 12/31/2010
- n. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2011
- o. Repository Official: Lorie Fessenden – one year term expiring 12/31/2010
- p. Secretary to Town Supervisor: Vacant – one-year term expiring 12/31/2010
- q. Superintendent of Highways: Frank Sellen – two year term expiring 12/31/2011
- r. Town Historian: Hans Pecher – one year term expiring 12/31/2010
- s. Town Payroll Officer: Bonnie Johnson– one-year term expiring 12/31/2010

**Resolution 3-2010**

On a motion by Fessenden, seconded by Shields, the following resolution was  
**ADOPTED** Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
 Nays 0

Resolved that the Genoa Town Board approves the Schedule of Salaries for the following elected and appointed officials and employees for 2010

- a. Assessor: \$13,610 annual salary prorated monthly 1,361 parcels @ \$10.00 per/parcel.
- b. Attorney to the Town: Per current contract.
- c. Board of Assessment Review Member: \$200.00 annual salary paid 14th payroll of year.
- d. Bookkeeper: \$7,900 – annual salary prorated monthly.
- e. Budget Director: \$800 annual salary paid last payroll of the year.
- f. Clerk to the Water District (Part-time): \$4,000 – annual salary prorated monthly.
- g. Code Enforcement Officer: \$9,000– annual salary prorated monthly.
- h. Court Clerk: \$5,000– annual salary prorated monthly.
- i. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor.
- j. Dog Control Officer: \$2,985/year per current contract paid \$248.75 monthly.
- k. Dog Enumerator: \$1.00/dog plus mileage at the town’s reimbursement rate.
- l. Highway Employees: \$15.00/hour for a 40 hour week with time and a half for over 40/hours paid bi-weekly plus health insurance.
- m. Registrar of Vital Statistics: \$10 per service as received by the Supervisor.
- n. Repository Official: \$20.00 per hour not to exceed line item of budget.
- o. Highway Superintendent: \$45,000 annual salary prorated bi-weekly w/family health insurance.
- p. Temporary Highway Employees: \$13.00/hour with time and a half over 40/hours.
- q. Town Clerk/Tax Collector: \$10,000 annual salary prorated monthly.
- r. Town Council Member: \$3,000 annual salary paid the 25th payroll of the year.
- s. Town Historian: \$1200 – annual salary prorated monthly.
- t. Town Justice: \$7,200 – annual salary prorated monthly.
- u. Town Supervisor: \$10,000 annual salary prorated monthly.
- v. Water Maintenance Worker: \$15.50/hour with time and a half over 40 hrs.

**Resolution 4-2010**

On a motion by Fessenden, seconded by Shields, the following resolution was  
**ADOPTED** Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
 Nays 0

Resolved that any elected or appointed town official and town employee who uses a private vehicle in performing official duties for the Town of Genoa may be reimbursed at the rate of 50 cents per mile, pending approval by the Town of Genoa Board. A trip log may be required.

**Resolution 5-2010**

On a motion by Fessenden, seconded by Shields, the following resolution was  
**ADOPTED** Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
 Nays 0

Resolved that the Genoa Town Board approves the following Holiday Calendar with corrections.

## 2010 Town Holiday Schedule

Friday, January 01, 2010	New Year's Day
Monday, January 18, 2010	Martin Luther King, Jr. Day (Not a holiday)
Monday, February 15, 2010	Presidents Day
Friday, March 26, 2010	Good Friday (Not a Town Holiday)
Monday, May 31, 2010	Memorial Day
Monday July 5, 2010	Independence Day
Monday, September 06, 2010	Labor Day
Monday, October 11, 2010	Columbus Day
Tuesday, November 02, 2010	Election Day
Thursday, November 11, 2010	Veterans' Day
Thursday, November 25, 2010	Thanksgiving Day
Friday, December 24, 2010	Christmas Day

### Town Board

#### Resolution 6-2010

On a motion by Fessenden, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the following committees be set forth by the Supervisor:

- (1) Water Committee, liaised by Councilwoman Shields
- (2) Comprehensive Planning Committee, liaised by Supervisor Bradley

#### Resolution 7-2010

On a motion by Fessenden, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Genoa Town Board will continue with the practice of using the rules as outlined in the 2006 Town Law Manual until such time as the majority of the board feels that more specific rules are needed.

#### Resolution 8-2010

On a motion by Shields, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

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.

Resolution 9-2010

On a motion by Shields, seconded by Sellen, the following resolution was ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong Nays 0

Resolved that the Auburn Citizen and/or the Moravia Republican Register shall be designated as the official newspaper of the Town of Genoa for all legal notices. The Moravia Scotsman Pennysaver may be used for non-legal announcements.

New York State & Local Government Retirement System

Resolution 10-2010

On a motion by Shields, seconded by Sellen, the following resolution was ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong Nays 0

Resolved that a Standard Work Day and Reporting Procedure is established for Town of Genoa employees participating in the New York State and Local Government Retirement System as follows

RESOLVED, that the Town of Genoa hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
<b>Appointed Officials</b>					
Highway Superintendent	Frank Sellen	8	01/01/10-12/31/11	N	

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of clerk) Date enacted: \_\_\_\_\_

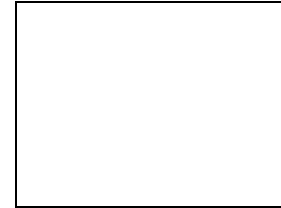
I, \_\_\_\_\_, clerk of the governing board of the \_\_\_\_\_, of  
(Name of Employer)

the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_ day of \_\_\_\_\_, 20\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of \_\_\_ members, and that \_\_\_ of such members were present at such meeting and that \_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
Set my hand and the seal of the

\_\_\_\_\_  
(Name of Employer)



(seal)

### Fiscal Matters

#### Resolution 11-2010

On a motion by Shields, seconded by Fessenden, the following resolution was  
ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the official repository for the Town of Genoa Supervisor, Town Clerk/Collector and Water Department Clerk shall be the Cayuga Lake National Bank.

#### Resolution 12-2010

On a motion by Shields, seconded by Fessenden, the following resolution was  
ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

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.

#### Resolution 13-2010

On a motion by Sellen, seconded by Shields, the following resolution was  
ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Genoa Town Board establishes a Town Clerk Petty Cash fund of \$125.00.

#### Resolution 14-2010

On a motion by Fessenden, seconded by Shields, the following resolution was  
ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

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.

Resolution 15-2010

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

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Superintendent of Highways is authorized to spend up to \$6,000.00 in aggregate from the Highway Department budget without prior approval of the Board.

Resolution 16-2010

On a motion by Shields, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that any purchase by Town Officials or other Town employees other than the Superintendent of Highways in excess of \$1,200 must receive Town Board approval. Emergency purchases in excess of \$1,200 may be authorized by the Supervisor or the Deputy Supervisor.

Resolution 17-2010

On a motion by Shields, seconded by Fessenden, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that any check rendered to the Town of Genoa and returned for any reason may be charged a \$20.00 redemption fee.

Resolution 18-2010

On a motion by Shields, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Deputy Supervisor be empowered to sign checks in the absence of and/or at the request of the Supervisor.

Resolution 19-2010

On a motion by Shields, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

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.

General Matters

Resolution 20-2010

On a motion by Shields, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Genoa Town Board appoints Lorie Fessenden to serve as delegate to the 2010 New York State Association of Towns Annual Meeting scheduled for February 14-17, 2010 in New York City.

## Resolution 21-2010

On a motion by Fessenden, seconded by Sellen, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong

Nays 0

Resolved that the Genoa Town Board adopts the following Code of Ethics

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.

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.



Resolution 27-2010

On a motion by Shields, seconded by Fessenden, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Resolved that the Organizational Meeting was adjourned at 8:10 p.m.

The regular Town of Genoa Board meeting was called to order at 8:10 p.m. by Peg Bradley

The Supervisor’s Annual Report was handed out to the Board members and the Clerk.

The Capital Reserve Fund for the Water Department has been established as of January 6, 2010 and contains \$44,000

The General Fund has a surplus of \$96,000

**CLERK’S REPORT**

Resolution 28-2010

On a motion by Fessenden, seconded by Shields, the following resolution was

ADOPTED Ayes 5 Bradley, Fessenden, Shields, Sellen, Armstrong  
Nays 0

Report on Revenues from Clerk’s Office for December 2009

Building Permits: \$ 70.00

Dog Licenses:

Total received: \$ 64.00

Marriage License: \$ 17.50

**Disbursements for December:**

Pd to Supervisor: \$ 116.65

Pd to CC Treasurer for dog licenses \$ 25.85

Pd to Ag & Mkts for dog licenses \$ 9.00

Resolved that the December 2009 Clerk’s Report be adopted.

**REPORT OF TOWN OFFICIALS**

**WATER REPORT**

None

**BUILDINGS AND GROUNDS**

None

**HISTORIAN**

None

**PROGRAMS AND GRANTS**

None

**CODE ENFORCEMENT REPORT**

Piechuta, Michael

Two inspections conducted for the period of December 9, 2009 through January 5, 2010.

## **WATER COMMITTEE REPORT**

Shields, Cheryl

The Committee will be meeting January 11, 2010

## **HIGHWAY REPORT**

None

## **ASSESSOR'S UPDATE**

Bradley, Peggy

Heather Garner sent in a report which was read

## **DOG REPORT**

None

## **OLD BUSINESS**

Dave Stilwell gave a progress report on the Comprehensive Plan. There will be a meeting on January 14 concerning area agriculture.

## **BILLS**

Resolution 29-2010

On a motion by Shields, seconded by Fessenden, the following resolution was

ADOPTED

Ayes: 5: Bradley, Fessenden, Shields, Sellen, Armstrong

Nays: 0

Resolved to accept presented bills

The Board of Elections will be called to find out what the Town can do with the old election machines.

Lorie Fessenden is working on the Repository. There are items in the room that don't belong there and need to be removed.

The SCAT Van contract needs to be signed by the Supervisor. The money has already been sent to the organization.

Al Armstrong will take on the responsibility of looking after the building with regard to replacing lightbulbs, fixing door latches, etc.

With no further business:

With no further business, on a motion of Board member Shields, seconded by Board member Sellen, the meeting was adjourned at 9:15 p.m. Carried unanimously

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Susan B. Moss, Town Clerk