

**TOWN BOARD OF GENOA  
ORGANIZATIONAL MEETING**

**January 2, 2013**

An Organizational 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 January 2, 2013

Present           Lorie Fessenden, Supervisor  
                      Cheryl Shields, Board Member  
                      Dale Sellen, Board Member  
                      Brandon White, Board Member  
                      Al Armstrong, Board Member  
                      Sue Moss, Clerk

The Organizational meeting was called to order at 7:00 p.m. by Supervisor Lorie Fessenden with the Pledge of Allegiance to the Flag.

**1. Officers and Employees:**

a) Resolution 1-2013 Be it 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 2013.

b) Resolution 2-2013 Be it resolved that the Genoa Town Board approves the Appointments found at Attachment A.

c) Resolution 3-2013 Be it resolved that the Genoa Town Board approves the Schedule of Salaries for elected and appointed officials and employees for 2013 found in Attachment B.

d) Resolution 4-2013 Be it resolved that the Genoa Town Board approves the Payroll Schedule identified as Attachment C.

e) Resolution 5-2013 Be it 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 56.5 cents per mile, pending approval by the Town of Genoa Board. A trip log may be required at anytime.

f) Resolution 6-2013 Be it resolved that the Genoa Town Board approves the Holiday Calendar identified as Attachment D.

Resolution 7-2013    **APPROVAL RESOLUTIONS 1-2013 THROUGH 6-2013**

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

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

Resolved to accept Resolutions 1-2013 through 6-2013

## 2. Town Board

a) Resolution 8-2013 Be it resolved that the following committees are set forth by the Supervisor:

- (1) Water Committee, liaised by Councilwoman Shields
- (2) Comprehensive Planning Committee, liaised by Councilman Armstrong

b) Resolution 9-2013 Be it 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.

c) Resolution 10-2013 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 7:00 p.m. at the Genoa Town Hall, 1000 Bartnick Road, Genoa, New York.

d) Resolution 11-2013 Be it 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.

Resolution 12-2013 **APPROVAL RESOLUTIONS 8-2013 THROUGH 11-2013**

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

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

Resolved to accept Resolutions 8-2013 through 11-2013

## 3. New York State & Local Government Retirement System

Resolution 13-2013 Be it 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 described at Attachment E.

Resolution 14-2013 **APPROVAL RESOLUTIONS 13-2013**

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

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

Resolved to accept Resolution 13-2013

#### 4. Fiscal Matters

a) Resolution 15-2013 Be it 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.

b) Resolution 16-2013 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) Resolution 17-2013 Be it resolved that the Genoa Town Board establishes a Town Clerk Petty Cash fund of \$125.00.

d) Resolution 18-2013 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) Resolution 19-2013 Be it 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.

f) Resolution 20-2013 Be it 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.

g) Resolution 21-2013 Be it resolved that any check rendered to the Town of Genoa and returned for any reason may be charged a \$20.00 redemption fee.

h) Resolution 22-2013 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) Resolution 23-2013 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.

#### Resolution 24-2013 APPROVAL RESOLUTIONS 15-2013 THROUGH 23-2013

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

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

Resolved to accept Resolutions 15-2013 through 23-2013

**5. General Matters**

a) Resolution 25-2013 Be it resolved that the Genoa Town Board appoints \_\_\_\_\_ to serve as delegate to the 2013 New York State Association of Towns Annual Meeting in New York City.

b) Resolution 26-2013 Be it resolved that the Genoa Town Board adopts the Code of Ethics as in Attachment F.

Resolution 27-2013 **APPROVAL RESOLUTION 26-2013**

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

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

Resolved to accept Resolution 26-2013

Attachments:

- A - Appointments
- B – Schedule of Salaries
- C – Pay Schedule
- D – Holiday Schedule
- E – Standard Work Day and Reporting Procedure
- F – Code of Ethics

**Attachment A**

**APPOINTMENTS for 2013**

- a. Assessor: Heather Garner – six-year term expiring 12/31/2013
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2013
- c. Board of Assessment Review: Five-year terms
  - 1. George Nettleton – term expiring 12/31/2013
  - 2. Carol Robinson – term expiring 12/31/2017
  - 3. Kenton Patchen – term expiring 12/31/2017
- d. Clerk to the Water District (Part-time): Brenda Tyrrell– one-year term expiring 12/31/2013
- e. Code Enforcement Officer: Michael Piechuta – one-year term expiring 12/31/2013
- f. Court Clerk: Brenda Tyrrell– term coincides with term of Justice
- g. Deputy Highway Superintendent: vacant
- h. Deputy Registrar of Vital Statistics, two year term: Lorraine Fessenden – term expiring 12/31/2013
- i. Deputy Supervisor: Dale Sellen – one year term expiring 12/31/2013
- j. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2013
- k. Dog Enumerator: Vacant -one-year term expiring 12/31/2013
- l. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2013
- m. Records Management Clerk: Lorie Fessenden – one year term expiring 12/31/2013
- n. Secretary to Town Supervisor: Bonnie Johnson – one-year term expiring 12/31/2013
- o. Superintendent of Highways: Frank Sellen – two year term expiring 12/31/2013
- p. Town Budget Director: Lorie Fessenden – one-year term expiring 12/31/2013
- q. Town Historian: Marilyn Mann – one year term expiring 12/31/2013
- r. Town Payroll Officer: Bonnie Johnson– one-year term expiring 12/31/2013

**Attachment B**

**SCHEDULE OF SALARIES FOR 2013**

- a. Assessor: \$17,784.00 annual salary prorated monthly
- b. Attorney to the Town: Per current contract at hourly rate
- c. Board of Assessment Review Member: \$200.00 annual salary paid 14th payroll of year
- d. Board of Appeals Member: \$200.00 annual salary paid last payroll of the year
- e. Clerk to the Water District (Part-time): \$4,200.00 – annual salary prorated monthly
- f. Code Enforcement Officer: \$9,000– annual salary prorated monthly
- g. Court Clerk: \$6,000– annual salary prorated monthly
- h. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor
- i. Dog Control Officer: \$3,600.00 year or per current contract accepted, paid monthly
- j. Dog Enumerator: \$2.00/dog plus mileage at the town’s reimbursement rate
- k. Motor Equipment Operator: \$16.14/hour for a 40 hour week with time and a half.
- l. Motor Equipment Operator Part-time: \$15.00 hour with time and a half over 40/hours.
- m. Registrar of Vital Statistics: \$10 per service as received by the Supervisor.
- n. Records Management Clerk: \$20.00 per hour not to exceed line item of budget.
- o. Secretary to Town Supervisor: \$8,000 annual salary prorated monthly.
- p. Superintendent of Highways: \$49,400.00 annual salary prorated to be paid on the 15 and last day of each month and family health insurance benefits.
- q. Town Budget Director: \$1,000.00 annual salary paid last payroll of the year
- r. Town Budget Director Assistant: \$200.00
- s. Town Clerk/Tax Collector: \$10,500 annual salary prorated monthly
- t. Town Council Member: \$3,000 annual salary paid in lump sum on 12/15 or to nearest
- u. Town Historian: \$1,400.00 – annual salary prorated monthly
- v. Town Justice: \$7,500 – annual salary prorated monthly
- w. Town Supervisor: \$10,000 annual salary prorated monthly
- x. Water Maintenance Worker: \$16.64/hour with time and a half over 40 hrs

**Attachment C**

**2013 EMPLOYEE PAY SCHEDULE  
TOWN OF GENOA**

<b><u>FROM – TO</u></b>	<b><u>PAY DATE</u></b>	<b><u>FROM – TO</u></b>	<b><u>PAY DATE</u></b>
12/25/12 thru 01/07/13	1 - 01/10/13	06/25/13 thru 07/08/13	14 - 07/11/13
01/08/13 thru 01/21/13	2 - 01/24/13	07/09/13 thru 07/22/13	15 - 07/25/13
01/22/13 thru 02/04/13	3 - 02/07/13	07/23/13 thru 08/05/13	16 - 08/08/13
02/05/13 thru 02/18/13	4 - 02/21/13	08/06/13 thru 08/19/13	17 - 08/22/13
02/19/13 thru 03/04/13	5 - 03/07/13	08/20/13 thru 09/02/13	18 - 09/05/13
03/05/13 thru 03/18/13	6 - 03/21/13	09/03/13 thru 09/16/13	19 - 09/19/13
03/19/13 thru 04/01/13	7 - 04/04/13	09/17/13 thru 09/30/13	20 - 10/03/13
04/02/13 thru 04/15/13	8 - 04/18/13	10/01/13 thru 10/14/13	21 - 10/17/13
04/29/13 thru 04/16/13	9 - 05/02/13	10/15/13 thru 10/28/13	22 - 10/31/13
04/30/13 thru 05/13/13	10 - 05/16/13	10/29/13 thru 11/11/13	23 - 11/14/13
05/14/13 thru 05/27/13	11 - 05/30/13	11/12/13 thru 11/25/13	24 - 11/28/13
05/28/13 thru 06/10/13	12 - 06/13/13	11/26/13 thru 12/09/13	25 - 12/12/13
06/11/13 thru 06/24/13	13 - 06/27/13	12/10/13 thru 12/23/13	26 - 12/26/13

**Attachment D**

**2013 Town Holiday Schedule**

Tuesday, January 1, 2013	New Year's Day
Monday, February 18, 2013	President's Day
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 7, 2013	Columbus Day
Tuesday, November 05, 2013	Election Day
Monday, November 11, 2013	Veterans' Day
Thursday, November 21, 2013	Thanksgiving Day



**Attachment E**

**Standard Work Day and Reporting Resolution**

BE IT 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 or Hrs/month)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
Councilman	Albert J. Armstrong	6/day	01/06/2011-12/31/2014	N	
Supervisor	Lorraine S. Fessenden	6/day	01/01/2012-12/31/2013	N	
<b>Appointed Officials</b>					
Highway Superintendent	Frank Sellen	8/day	01/01/2010-12/31/2013	N	
Assessor	Heather Garner	6/day	09/10/2008-12/31/2013	N	

On this 2<sup>nd</sup> day of January, 2013

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

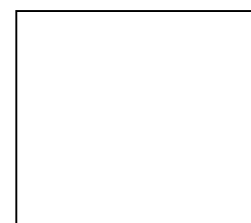
I, \_\_\_\_\_, clerk of the governing board of the \_\_\_\_\_, of  
(Name of Employer)

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)

## Affidavit of Posting

Location Code: 06

Employer Name: Town of Genoa

This document is an affidavit attesting that the Standard Work Day and Reporting Resolution was posted and available to the public for a minimum of 30 days.

---

State of New York

County of Cayuga

\_\_\_\_\_ being duly sworn, deposes and says:  
(Town Clerk)

1. *That she is the Clerk of the Town of Genoa.*
2. *That the posting of the Resolution began on January 7, 2013 and continued for 30 days.*
3. *That the Resolution is/was posted and available to the public on the Town's:*  
\_\_\_\_\_ *Official Sign Board*  
\_\_\_\_\_ *Main entrance to the office of the clerk at*

*The Town Hall  
1000 Bartnick Road  
Genoa, NY 13071*

**Attachment F**

**2013 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.

**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.

Also discussed by the Board:

A letter was drafted to be sent to George Wethey, Cayuga County Highway Superintendent. It concerns applying salt to the roads in the Town. He has acknowledged that he is aware that the Town doesn't use straight salt.

The Southern Cayuga Instant Aid contract will be approved at the January 9 Board meeting.

With no further business, on a motion of Board member Sellen, seconded by Board member Shields, the 2013 Organizational meeting was adjourned at 7:25 p.m. Carried unanimously.

---

Susan B. Moss, Town Clerk