

**TOWN BOARD OF GENOA
ORGANIZATIONAL MEETING**

January 6, 2015

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 6, 2015

Present Lorie Sellen-Gross, Supervisor Mark Conner
Cheryl Shields, Board Member
Don Slocum, Board Member
Brandon White, Board Member
Al Armstrong, Board Member
Sue Moss, Clerk

The Organizational meeting was called to order at 6:00 p.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

Resolution 1-2015 **APPROVAL OF APPENDIX A - APPOINTMENTS FOR 2015**
On a motion of Board Member Shields, seconded by Board Member White, the following resolution was

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

Resolved to accept Appendix A - Appointments for 2015

Resolution 2-2015 **APPROVAL OF APPENDIX B - SCHEDULE OF SALARIES FOR 2015**

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

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

Resolved to accept Appendix B - Schedule of Salaries for 2015

Resolution 3-2015 **APPROVAL OF APPENDIX C - 2015 EMPLOYEE PAY SCHEDULE**

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

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

Resolved to accept Appendix C - 2015 Employee Pay Schedule

Resolution 4-2015 **APPROVAL OF APPENDIX D - 2015 TOWN HOLIDAY SCHEDULE**

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

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

Resolved to accept Appendix D - 2015 Town Holiday Schedule

Resolution 5-2015 **APPROVAL OF APPENDIX E - STANDARD WORK DAY & REPORTING RESOLUTION**

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

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

Resolved to accept Appendix E - Standard Work Day & Reporting Resolution

Resolution 6-2015 **APPROVAL OF APPENDIX F - 2015 CODE OF ETHICS**

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

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

Resolved to accept Appendix F - 2015 Code of Ethics - Town of Genoa

Supervisor Sellen-Gross asked the Board for permission to give a check for \$158 to the Maplewood Cemetery Association. This is the amount remaining in the Town's cemetery fund.

Resolution 7-2015 **APPROVAL OF CHECK FOR \$158 BE GIVEN TO THE MAPLEWOOD CEMETERY ASSOCIATION.**

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

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

Resolved to accept approval of \$158 check be given to the Maplewood Cemetery Association

Lorie informed the Board of receipt of the sales tax check from the County
Don is replacing the exit signs in the building

Appendix A

APPOINTMENTS FOR 2015

- a. Assessor: Heather Garner – six-year term expiring 12/31/2019
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2015
- c. Board of Assessment Review: Five-year terms
 - (1) Stuart Underwood – 9/30/13 – 09/29/2018
 - (2) Carol Robinson – term expiring 10/1/2012 – 9/30/2017
 - (3) Kenton Patchen – term expiring 01/11/2012 – 01/10/2017
- d. Code Enforcement Officer: Michael Piechuta – one-year term expiring 12/31/2015
- e. Court Clerk: Brenda Tyrrell– term coincides with term of Justice which expires 12/31/2015
- f. Deputy Highway Superintendent: vacant
- g. Deputy Registrar of Vital Statistics, two year term: Lorraine Sellen-Gross – term expiring 12/31/2015
- h. Deputy Supervisor-Cheryl Shields – one year term expiring 12/31/2015
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2015
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2015
- k. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2015
- l. Records Management Clerk: Lorie Fessenden – one year term expiring 12/31/2015
- m. Secretary to Town Supervisor: Bonnie Johnson – one-year term expiring 12/31/2015
- n. Superintendent of Highways: Frank Sellen – two year term expiring 12/31/2015
- o. Town Budget Director: Lorie Fessenden – one-year term expiring 12/31/2015
- p. Town Historian: Marilyn Mann – one year term expiring 12/31/2015
- q. Town Payroll Officer: Bonnie Johnson–one-year term expiring 12/31/2015

Appendix B

SCHEDULE OF SALARIES FOR 2015

- a. Assessor: \$17,784.00 annual salary pro-rated monthly & paid at the end of each month
- b. Attorney to the Town: Per current contract at hourly rate
- c. Board of Assessment Review Member: \$200.00 annual salary pro-rated monthly & paid the last payroll of the year or when term expires
- d. Board of Appeals Member: \$200.00 annual salary pro-rated monthly & paid the last payroll of the year or when term expires
- e. Code Enforcement Officer: \$9,350 annual salary pro-rated monthly & paid at the end of each month
- f. Court Clerk: \$6,500– annual salary prorated monthly & paid at the end of each month
- g. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor
- h. Dog Control Officer: \$3,800.00 year, per current contract, paid monthly
- i. Dog Enumerator: \$2.00/dog plus mileage at the town's reimbursement rate
- j. Motor Equipment Operator: \$16.70/hour for a 40 hour week with time and a half over 40 hours
- k. Motor Equipment Operator Part-time: \$15.00 per hour with time and a half over 40 hours
- l. Registrar of Vital Statistics: \$10 per service as received by the Supervisor
- m. Records Management Clerk: \$20.00 per hour not to exceed line item of budget
- n. Secretary to Town Supervisor: \$8,300.00 annual salary pro-rated monthly & paid at the end of each month
- o. Superintendent of Highways: \$52,500.00 annual salary pro-rated monthly & paid on the 15 and last day of each month
- p. Town Budget Director: \$1,200.00 annual salary pro-rated monthly & paid on 12/15
- q. Town Budget Director Assistant: \$200.00 annual salary pro-rated monthly & paid on 12/15
- r. Town Clerk/Tax Collector: \$10,900 annual salary pro-rated monthly & paid at the end of each month
- s. Town Council Member: \$3,100 annual salary pro-rated & paid in a lump sum on 12/15
- t. Town Historian: \$1,400.00 – annual salary pro-rated monthly & paid at the end of each month
- u. Town Justice: \$8,000 annual salary pro-rated monthly & paid at the end of each month
- v. Town Supervisor: \$11,000 annual salary pro-rated monthly & paid at the end of each month
- w. Water Maintenance Worker: \$17.20/hour with time and a half over 40 hours

Appendix C

TOWN OF GENOA 2015 EMPLOYEE PAY SCHEDULE

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

Appendix D

2015 Town Holiday Schedule

Thursday, January 1, 2015	New Year's Day
Monday, February 16, 2015	President's Day
Monday, May 25, 2015	Memorial Day
Friday, July 3, 2015 ***	Independence Day
Monday, September 7, 2015	Labor Day
Monday, October 12, 2015	Columbus Day
Tuesday, November 03, 2015 ***	Election Day
Monday, November 11, 2015	Veterans' Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, December 25, 2015	Christmas Day

Appendix 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)
Elected Officials					
Councilman	Albert J. Armstrong	4 hrs/month	01/01/2014-12/31/2016	N	
Supervisor	Lorraine Sellen-Gross	6/day	01/01/2014-12/31/2015	N	
Appointed Officials					
Highway Superintendent	Frank Sellen	8/day	01/01/2014-12/31/2015	N	
Assessor	Heather Garner	6/day	01/01/2014-12/31/2019	N	

On this **6th** day of January, 2015

Date enacted: January 6, 2015

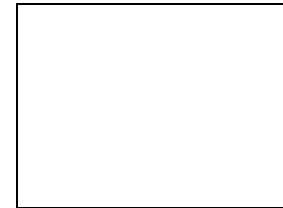
(Signature of clerk)

I, Susan B. Moss, clerk of the governing board of the Town of Genoa, of 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 6th day of January, 2015 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 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

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

Town of Genoa
(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

Susan B. Moss **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 6, 2015 and continued for 30 days.**
- 3. That the Resolution is/was posted and available to the public on the Town's:**
XX Official Sign Board
XX Main entrance to the office of the clerk at

The Town Hall
1000 Bartnick Road
Genoa, NY 13071

Appendix F

2015 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.

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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.

With no further business, on a motion of Board member Shields, seconded by Board member Slocum, the meeting was adjourned at 6:15 p.m. Carried unanimously.

Susan B. Moss, Town Clerk