



Attachment A

**APPOINTMENTS for 2016**

- a. Assessor: Heather Garner – six-year term expiring 12/31/2019
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2016
- 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 12/31/2016
- e. Court Clerk: Claire Hebbard– term coincides with term of Justice – which expires 12/31/2019
- f. Deputy Highway Superintendent: vacant
- g. Deputy Registrar of Vital Statistics, two year term: Lorraine Sellen-Gross – term expiring 12/31/2017
- h. Deputy Supervisor-Cheryl Shields – one year term expiring 12/31/2016
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2016
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2016
- k. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2016
- l. Records Management Clerk: Lorie Sellen-Gross – one year term expiring 12/31/2016
- m. Secretary to Town Supervisor: Bonnie Johnson – one-year term expiring 12/31/2016
- n. Superintendent of Highways: Frank Sellen – expires at resignation or by 6/30/16 unless employee
  1. desires to continue employment thereafter
- o. Town Budget Director: Lorie Sellen-Gross – one-year term expiring 12/31/2016
- p. Town Historian: Marilyn Mann – one year term expiring 12/31/2016
- q. Town Payroll Officer: Bonnie Johnson–one-year term expiring 12/31/2016

Attachment B

**SCHEDULE OF SALARIES FOR 2016**

- a. Assessor: \$17,810.00 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/Variance 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: \$6,000– 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: \$3,600.00 year, per current contract, paid monthly
- i. Dog Enumerator: \$2.00/dog plus mileage at the town's reimbursement rate
- j. Motor Equipment Operator: \$17.20/hour for a 40 hour week with time and a half over 40 hours
- k. Motor Equipment Operator Part-time: \$16.20 per hour with time and a half over 40 hours

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- 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: \$10,000.00 annual salary pro-rated monthly & paid at the end of each month
- o. Superintendent of Highways: SPECIFIC to Frank Sellen: \$52,500.00 annual salary pro-rated monthly & paid on the 15<sup>th</sup> and 30<sup>th</sup> of the month except for first payroll in January. Start date 1/5/2016
- 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: \$13,500 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: \$20.00/hour with time and a half over 40 hours

Attachment C

**TOWN OF GENOA 2016 EMPLOYEE PAY SCHEDULE**

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

Attachment D

2016 Town Holiday Schedule

Friday, January 1, 2016	New Year's Day
Monday, February 15, 2016	President's Day
Monday, May 30, 2016	Memorial Day
Monday, July 4, 2016	Independence Day
Monday, September 5, 2016	Labor Day
Monday, October 10, 2016	Columbus Day
Tuesday, November 08, 2016	Election Day
Friday, November 11, 2016	Veterans' Day
Thursday, November 24, 2016	Thanksgiving Day
Sunday, December 25, 2016 (Monday, 12/26 off)	Christmas 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	4 hrs/month	01/01/2016-12/31/2016	N	
Supervisor	Lorraine Sellen-Gross	6/day	01/01/2016-12/31/2016	N	
<b>Appointed Officials</b>					
Highway Superintendent	Frank Sellen	8/day	01/01/2016-12/31/2016	N	
Assessor	Heather Garner	6/day	01/01/2014-12/31/2019	N	

On this **4th** day of January, 2016

\_\_\_\_\_  
 (Signature of clerk)

Date enacted: January 4, 2016

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 4th day of January, 2016 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 4 of such members were present at such meeting and that 4 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.**

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**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 5, 2016 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**

Attachment F

### **2016 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.

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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.

**1. Officers and Employees:**

Resolution 2-2016 **APPROVAL APPENDIX A (a - q)**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Appendix A (a - q)

Resolution 3-2016 **APPROVAL APPENDIX B (a - x)**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Appendix B (a - x)

Resolution 4-2016 **APPROVAL APPENDIX C**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Appendix C

Resolution 5-2016 **APPROVAL APPENDIX D**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Appendix D

Resolution 6-2016 **APPROVAL ATTACHMENT E**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Attachment E

Resolution 7-2016 **APPROVAL ATTACHMENT F**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Attachment F



## 2. Town Board

a) Resolution 8-2016 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 9-2016 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 10-2016 Be it resolved that the Auburn Citizen shall be designated as the official newspaper of the Town of Genoa for all legal notices. The Cortland Shopper and/or the Southern Cayuga Tribune may be used for non-legal announcements.

### Resolution 11-2016 **APPROVAL RESOLUTIONS 8-2016 THROUGH 10-2016**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Resolutions 8-2016 through 10-2016

## 3. Fiscal Matters

a) Resolution 12-2016 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.

b) Resolution 13-2016 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 14-2016 Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.

d) Resolution 15-2016 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 16-2016 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 17-2016 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

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Board approval. Emergency purchases in excess of \$1,200 may be authorized by the Supervisor or the Deputy Supervisor.

g) Resolution 18-2016 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 19-2016 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 20-2016 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 21-2016 **APPROVAL RESOLUTIONS 12-2016 THROUGH 20-2016**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept Resolutions 15-2016 through 20-2016

It was discussed that there is still \$4000 in the Broadband fund for 2015. Lorie spoke with Chuck at Clarity Connect and he will let her know who should receive the money.

Resolution 22-2016 **APPROVAL ISSUING CHECK FOR REMAINING BROADBAND FUNDS**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to approve issuance of check for broadband

GHA has received the check for \$3000 as discussed in the last meeting. Kim Bennett will meet with the Board on January 27<sup>th</sup> at 6:30 pm for his final audit. On the same date, there will be a Public Hearing regarding the Cell Tower Project.

RESOLUTION 23-2016 **APPROVAL OF BILLS**

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

ADOPTED Ayes 4 Sellen-Gross, Slocum, Shields, White  
Nays 0

Resolved to accept the bills as presented.

With no further business, on a motion of Board member Shields, seconded by Board member White, the meeting was adjourned at 7:15 p.m. Carried unanimously.

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Susan B. Moss, Town Clerk