

**TOWN BOARD OF GENOA
ORGANIZATIONAL MEETING**

January 2, 2017

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, 2017

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

The Organizational meeting was called to order at 10a.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

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 2017

- a. Assessor: Heather Garner – six-year term expiring 12/31/2019
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2017
- c. Board of Assessment Review: Five-year terms
 - (1) Stuart Underwood – 10/1/13 – 09/30/2018
 - (2) Richard Harrison – 3/14/16 – 9/30/17 (replacing Kenneth Patchen term expiring 10/1/2012 – 9/30/2017)
 - (3) George Nettleton – 3/14/16 – 9/30/17 (replacing Carol Robinson-term expiring)
- d. Code Enforcement Officer: Michael Piechuta – one-year term expiring 12/31/2017
- 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: Lorie Sellen-Gross – term expiring 12/31/2017
- h. Deputy Supervisor-Cheryl Shields – one year term expiring 12/31/2017
- i. Dog Control Officer: Carl Collier – yearly contract expiring 12/31/2017
- j. Dog Enumerator: Vacant -- one-year term expiring 12/31/2017
- k. Registrar of Vital Statistics: Susan Moss – two-year term expiring 12/31/2018
- l. Records Management Clerk: Lorie Sellen-Gross – one year term expiring 12/31/2017
- m. Secretary to Town Supervisor: Nancy Niswender – one-year term expiring 12/31/2017
- n. Superintendent of Highways: Paul Wheeler– two year term expiring 12/31/2018
- o. Town Budget Director: Lorie Sellen-Gross – one-year term expiring 12/31/2017
- p. Town Historian: Marilyn Mann – one year term expiring 12/31/2017
- q. Town Payroll Officer: Nancy Niswender–one-year term expiring 12/31/2017

Attachment B

SCHEDULE OF SALARIES FOR 2016

- a. Assessor: \$17,914.00 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: \$9,500 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: \$3,600.00 year, per current contract, paid monthly
- i. Dog Enumerator: \$2.00/dog plus mileage at the town’s reimbursement rate

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- j. Motor Equipment Operator: \$17.54/hour for a 40 hour week with time and a half over 40 hours, New pay rate starts with first new pay period of the month of January.
- k. Motor Equipment Operator Part-time: \$16.30 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: \$8,700.00 annual salary pro-rated monthly & paid at end of each month
- o. Superintendent of Highways: \$48,500 annual salary pro-rated monthly & paid on the 15th and 30th of the month
- p. Town Budget Director: \$1,200.00 annual salary paid on 12/15
- q. Town Budget Director Assistant: \$400.00 annual salary paid on 12/15
- r. Town Clerk/Tax Collector: \$15,000 annual salary pro-rated monthly & paid at the end of each month
- s. Town Council Member: \$3,500 annual salary & 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: \$18.75/hour with time and a half over 40 hours

Attachment C

TOWN OF GENOA 2017 EMPLOYEE PAY SCHEDULE

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

Attachment D

2017 Town Holiday Schedule

Sunday, January 1, 2017 (Monday, January 02, 2017 off)	New Year's Day
Monday, February 20, 2017	President's Day
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Monday, October 9, 2017	Columbus Day
Tuesday, November 07, 2017	Election Day
Friday, November 10, 2017	Veterans' Day
Thursday, November 23, 2017	Thanksgiving Day
Monday, December 25, 2017	Christmas Day

Section C

Appointments 2017 BAR Information

Board of Assessment Review: Five-year terms

- (1) Stuart Underwood – 10/1/13 – 09/30/2018
- (2) Richard Harrison – 03/14/16 – 09/30/17 (replacing Kenneth Patchen term expiring (10/1/2012 – 9/30/2017)
- (3) George Nettleton – 03/14/16 – 9/30/17 (replacing Caroline Robinson-term expiring)

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)
Elected Officials					
Councilman	Albert J. Armstrong	4 hrs/month	01/01/2014-12/31/2017	N	
Supervisor	Lorraine Sellen-Gross	6/day	01/01/2016-12/31/2017	N	6
Appointed Officials					
Highway Superintendent	Paul Wheeler	8/day	01/01/2016-12/31/2017	Y	
Assessor	Heather Garner	6/day	01/01/2014-12/31/2019	N	

On this **2nd** day of January, 2017

Date enacted: January 2, 2017

_____ (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 2nd day of January, 2017 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

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 4, 2017 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

2017 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.

1. Officers and Employees:

Resolution 1-2017 **APPROVAL ATTACHMENT A (a - q)**

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

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

Resolved to accept ATTACHMENT A (a - q)

Resolution 2-2017 **APPROVAL ATTACHMENT B (a - x)**

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

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

Resolved to accept Attachment B (a - x)

Resolution 3-2017 **APPROVAL ATTACHMENT C**

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

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

Resolved to accept Attachment C

Resolution 4-2017 **APPROVAL ATTACHMENT D**

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

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

Resolved to accept Attachment D

Resolution 5-2017 **APPROVAL SECTION C**

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

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

Resolved to accept Section C

Resolution 6-2017 **APPROVAL OF AFFIDAVIT OF POSTING**

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

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

Resolved to accept Affidavit of Posting

Resolution 7-2017 **APPROVAL ATTACHMENT E**

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

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

Resolved to accept Attachment E

Resolution 8-2017 **APPROVAL ATTACHMENT F**

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

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

Resolved to accept Attachment F

2. **Town Board**

a) Resolution 9-2017 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 as the majority of the board feels that more specific rules are needed.

Resolution 9-2017 **APPROVAL RESOLUTIONS 9-2017**

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

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

Resolved to accept Resolution 9-2017

b) Resolution 10-2017 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.

Resolution 10-2017 **APPROVAL RESOLUTIONS 10-2017**

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

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

Resolved to accept Resolution 10-2017

c) Resolution 11-2017 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 11-2017 **APPROVAL RESOLUTIONS 11-2017**

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

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

Resolved to accept Resolution 11-2017

3. **Fiscal Matters**

a) Resolution 12-2017 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 13-2017 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 14-2017 Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.
- d) Resolution 15-2017 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 16-2017 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 17-2017 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 18-2017 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 19-2017 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 20-2017 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 21-2017 **APPROVAL RESOLUTIONS 12-2017 THROUGH 20-2017**

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

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

Resolved to accept Resolutions 12-2017 through 20-2017

The Board discussed getting new carpets for the entrance hallway. With the new door sweep, dirt and salt is brought in because the entrance mat had to be eliminated. The sweep didn't clear it.

With no further business, on a motion of Board member Armstrong, seconded by Board member White, the meeting was adjourned at 10:30a.m. Carried unanimously.

Susan B. Moss, Town Clerk