

TOWN OF GENOA REGULAR MEETING

February 8, 2023

The Regular 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 February 8, 2023.

Present Lorie Sellen-Gross, Supervisor Paul Wheeler, Highway Superintendent
 Cheryl Shields, Board Member
 Don Slocum, Board Member
 Joe Philip, Board Member (via phone)
 Brandon White, Board Member
 Shannon Armstrong, Town Clerk

The Regular Board meeting was called to order at 6:30 p.m. by Supervisor Lorie Sellen-Gross with the Pledge of Allegiance to the Flag.

Visitors: Robert Ward and ConnectGen Representative: Corey Shellhammer

RESOLUTION 17-2023 APPROVAL OF BOARD MINUTES FOR 1/11/2023 REGULAR MEETING AND 1/17/2023 EMERGENCY MEETING

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

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

Resolved to accept approval for the January meetings.

RESOLUTION 18-2023 APPROVAL OF SUPERVISOR’S FINANCIAL REPORT

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

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

Resolved to approve the Supervisor’s Financial Report for January 2023

RESOLUTION 19-2023 APPROVAL OF BILLS

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

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

Resolved to accept the approval of the January bills as presented.

CLERK’S REPORT

Report on Revenues from Clerk’s Office for January 2023

| | |
|--------------------------------|---|
| Certified Copies (1) | \$ 10.00 |
| Marriage License (0) | \$ 00.00 |
| Dog Licenses (20 control fund) | \$ 196.00 (\$29.00 to Ag & Markets population control fund) |

Building Permits (4) \$ 335.00

Disbursements for December 2022

Paid to Supervisor \$ 541.00

Paid to NYS Health Dept. for Marriage Lic. \$ 00.00

RESOLUTION 20-2023 **CLERK'S REPORT**

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

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

Resolved that the January 2023 Clerk's Report be approved.

CODE ENFORCEMENT REPORT –

Kevin Foster Submitted

December 15

- Call for inspection 193 Fire Lane 1

December 19

- Call from Jessica set up appointment for Wednesday

December 20

- Confirm appointment for office Jacob Bancroft

December 21

- Office Hours
- Call from Woodward Brothers about job on Rt 34B
- Call regarding Roof Permit Bancroft
- Issue Permit for Manufactured Home 1921 Atwater Road Jessie and Curtis Jones
- Follow up OTR Rt 90
- Inspection 1041 RT 34B

December 28

- Office Hours
- Questions on code requirements of propane tanks
- Spoke with Harold 496 State Rt 34 about property
- Call Polly Falso regarding blocked road determined it was in Ledyard

January 2

- Notified by Fire Chief 1193 Stewarts Corners Road Chimney Fire 1197.1c

January 3

- Email with CE 200 for Bancroft permit

January 4

- Follow up 1193 Stewarts Corners Road
- Issued permit 23-01 John Binns Overhead Door 961 Rt 34B
- Email CC Health Department
- OTR issued 1239 Stewarts Corners Rd Trailer unsafe
- OTR issued 9466 State Rt 90 Unsafe Building

January 6

- Issue permit 23-02 Roof Bancroft Rt 90
- Issue permit 23-03 Replace roof trusses 1123 Honoco Rd Reynolds

My report for February Board Meeting is as follows,

January 18

- Office Hours
- Meeting with Chief Connor regarding Property State Rt 90
- Meeting with Chief Shaw on Fire Lane Bridge Assessments
- Meeting with John Berry & Sjana McClure-Berry regards OTR Stewarts Corners rd.
- Received Bridge Report Fire Lane 2

January 24

- Spoke with Michelle Mattes regarding OTR State Rt 90

January 25

- Office Hours
- Print Energy Code report for 1821 Atwater Road
- Issued Permit 23-04 for demolition 1239 Stewarts Cor Road
- Spoke at length with potential buyer of the Old King Ferry School informed them of the order to remedy in place and the expectation it be cleaned up and maintained

February 1

- Office Hours
- Meet with Resident about Pole Barn on Lake Road
- Request for building plans 2130 Atwater Road built in 1988 unable to locate any.

February 7

- Answer questions on Window height for contractor on Powers Rd

February 8

- Office Hours
- Answer questions on electrical inspections for King Ferry Resident
- Received and read Policy on Discrimination and Cyber Security
- Made appointment with Tony to inspect Store in King Ferry
- Meeting with Pam about Permit for Foundation
- Returned Email regarding proposed subdivision 622 Rt 34B

HIGHWAY REPORT

The men have been out salting the icy roads. Paul has been helping Pete Compton with hydrant and meter repairs.

WATER REPORT

Total for month of January 2023 – 1,814,400

Daily Average for month of January 2023 – 58,500

COMMITTEE REPORTS

Water Committee – Start billing the minimal for the two properties who haven't been receiving a water bill.

Building & Grounds – Joe or someone else will secure the shutters when he returns from Florida. The main door needs adjustment to shut properly. Water has been getting into the outside Court mailbox. It was mentioned to have the mailboxes moved under the porch roof. Lighting in the north end of the parking lot is very minimal. Needs to have better lighting.

Programs/Grants – Creek Road Bridge application was submitted on 1/20/2023. Waiting to hear back. FEMA grants are being reviewed by FEMA as of this meeting.

OLD BUSINESS/UPDATES

Use of the ARPA money - The board needs to decide on what they want to use the remaining funds for. Lorie is checking into a survey that can be sent out and also a not-for-profit group to do the work if this is what we want to have the money used for. Don put together an advertisement to hire a painter to paint the first-floor walls of the town hall. Lorie will check into insurance coverage.

NEW BUSINESS

The dues for the Cayuga Lake Watershed Intermunicipal Organization payment of \$1209.75 is due in June 2023. Association of Town update was sent to board members. Concern about the “home rule”.... Water Superintendent-MEO advertisement has been posted in The Shopper and on the Facebook page. 2023 Highway Handbook has been distributed to the highway employees. Employees are to sign the acknowledgment forms that were provided them in their binder. The 2022-2023 Cyber Security policy has also been given to the highway employees who use computers.

RESOLUTION 21-2023 APPROVAL OF THE UPDATED 2022-2023 CYBER SECURITY POLICY

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

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

Resolved to accept the updated Cyber Security Policy.

LOSAP – an acronym for a “retirement system feature” that fire districts can join/establish on their own as a possible way to increase membership in our two volunteer fire departments.

It was mentioned that there will be a Public Hearing at the Trumansburg Village Hall on Thursday, February 16, 7:00pm to discuss the Proposed Local Law 1 of 2023: a local law authorizing section 466-a of the NYS Real Property Tax Law – A Property Tax Exemption to Volunteer Firefighters and Volunteer Ambulance Workers.

Lorie met with an AFLAC insurance agent to discuss cost of dental and short-term disability for the highway department. The information will be sent out to the highway employees after the Board discusses this further.

The Town of Genoa’s Fund Balance Policy – This policy is something that the NYS Auditors want to see during an audit. Because there are three grant applications out waiting for a decision as whether we are offered funding and how much funding the Town could receive, it is difficult to break the town’s funds into “reserved” or “unrestricted” fund balances. Once the town receives notification on these grants and the Town accepts the grant funds, a Fund Balance Policy should be drafted with better forecasting.

RESOLUTION 22-2023 STANDARD WORKDAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White

Nays 0

Resolved to accept the approval of the Standard Workday and Reporting resolution.

Audit of Court Records report was presented. Claire Hebbard provided an Annual Checklist for Review of Justice Court Records, which was distributed to the board members. The town supervisor was provided checking statements and statements form the checkbook.

RESOLUTION 23-2023 **APPROVAL OF THE JUSTICE COURT RECORDS FOR 2022**

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

ADOPTED Ayes 5 Sellen-Gross, Shields, Slocum, Philip, White

Nays 0

Resolved to accept the court records report along with checking statements and checkbook review.

ASSESSOR'S REPORT

Jay Franklin Submitted

Office hours going well. Enough time to meet with the 4-5 people who have been stopping by, and also to process all renewal applications. I have also started to look through some of the old files in search of any recent files which might be intermingled. I have found some exemptions have been processed for 2023 but I'm still looking for the applications.

The postcards that we were required to send out have generated some more phone calls so it might take me an extra day or two to get back to the property owner by phone. I don't like calling past 8pm but I will return an email whenever I see it in the evening/early morning. I would estimate that I have sent out over 30 new senior applications, which is significant when the town only had 19 on the last assessment roll.

I have gotten a tablet from SDG so I have to see if that will be a solution to upload images. At some point, we should digitize the sketch cards as I have lived through once what happens when files aren't digitized and a fire occurs.

I will be starting field work in a few weeks as we get closer to March 1. It doesn't make sense to start it now only to want to go back closer to March 1 to see the status of the property as of that date.

I'm continuing to work on a database that will make renewal applications much easier for the residents including the agricultural community which will only have 1 bar coded application for each owner (with all parcels listed on it) and the senior application will tell each property owner what I exactly need for next year. We don't need to be sending out 20 pieces of paper to some of these larger agricultural operations each year when 1 will be sufficient.

As always, if you or a constituent has any questions, please have them contact me. If they can use email, I will respond quicker that way than a return phone call.

BOARD MEETING, TOWN OF GENOA

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I'd also like to thank Shannon for offering to help with the seniors so I've been telling residents that they can drop the applications off in my mailbox or with Shannon.

Thanks

Jay

The regular meeting was adjourned at 7:20pm on a motion of Board Member Shields, seconded by Board Member Slocum. Carried unanimously.

Shannon Armstrong, Town Clerk