

**TOWN OF GENOA REGULAR MEETING**

**July 12, 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 July 12, 2023.

Present           Lorie Sellen-Gross, Supervisor           Paul Wheeler, Highway Superintendent  
                      Cheryl Shields, Board Member  
                      Don Slocum, Board Member  
                      Joe Philip, Board Member  
                      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

**RESOLUTION 63-2023   APPROVAL OF BOARD MINUTES FOR 6/14/2023 REGULAR 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 June meeting.

One Budget Transfer: Transfer \$225.00 from Water-Administrative Contractual account to Water-Medical Insurance account.

**RESOLUTION 64-2023   APPROVAL OF THE ONE BUDGET TRANSFER**

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

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

Resolved to approve the Budget Transfer.

**RESOLUTION 65-2023   APPROVAL OF SUPERVISOR'S FINANCIAL REPORT: June 30, 2023**

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

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

Resolved to approve the Supervisor's Financial Report for June 2023.

**RESOLUTION 66-2023 APPROVAL OF BILLS**

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

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

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

**CLERK'S REPORT**

**Report on Revenues from Clerk's Office for June 2023**

Certified Copies (3)	\$ 30.00
Marriage License (1)	\$ 17.50
Dog Licenses (16) control fund)	\$ 149.00 (\$22.00 to Ag & Markets population)
Building Permits (13)	\$ 1270.00

**Disbursements for June 2023**

Paid to Supervisor	\$ 1467.00
Paid to NYS Health Dept. for Marriage Lic.	\$ 22.50

**RESOLUTION 67-2023 CLERK'S REPORT**

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

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

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

**Code Enforcement Officer Report**

June 20

- Call for appt. for permit

June 21

- Office Hours till 3
- Spoke with Mike Rose about permits
- Spoke with Dave at 9962 Rt 90 Pin moved during water main break
- Issued permit 23-39 David and Elizabeth Stillwell Red Fox Ln Shed
- Issued permit 23-40 Joe Signor 40X300 Ag Building
- Issued permit 23-41 Mike Rose roof 1823 Atwater road
- Issued permit 23-42 Philip Thayer 8776 State Rt 90 replace stairs
- Issued permit 23-43 Jessica Hawk renovation renew existing permit

June 28

- Office Hours
- Issued permit 23-44 Tracey Underwood renew existing permit
- Email Mike Rose about permit
- Email Cayuga County District Attorney regarding Van Sickle Letter
- Work on several OTR's

June 29

- Phone call Dan Bowen about Septic plans

June 30

- Received Electrical inspection for 1426 Powers Rd

July 4

- Received email questions from R. Ward about Newsletter and exemptions for repairs under 1203 local Law # 2

July 5

- Office Hours
- Meet Hayden about property State Rt 34
- Issue Permit 23-45 Saville 3011 Blakley Rd Solar on Barn
- Answer questions for replacing steps on residents
- Meet with Tom K on Fire Ln 8 for final
- Call from Guy about DA letter and response

July 6

- Email Mike Rose permit fee
- Email about septic for house 3011 Blakley Rd

July 10

- Email from Guy about DA response so we can move forward

July 11

- Received Electrical inspection 667 Clearwater Road

July 12

- Office Hours
- Issued Certificate of Occupancy 859 Fire Lane 8
- Issued permit 23-46 Pryor 1036 Bradley Street Steps and roof.
- Prepare Report

### **ASSESSOR'S REPORT**

Jay is working on two local laws: 1. The volunteer fire fighters, 10% off the property tax assessment 2. The increase in senior exemption limits that went through for NYS. Jay will also be working on a re-evaluation.

### **HIGHWAY REPORT**

Submitted by Paul Wheeler

The men have serviced trucks #-4 and 7, replaced hydraulic tank on John Deere mowing tractor. Started Trimming weeds and grass around our guide rails, mowing roadsides and land fill. Helped Venice, Niles and Scipio with their paving. They have helped us shim Atwater Road, we are scheduled to put topcoat on the last week of July.

### **RESOLUTION 68-2023 APPROVE HIGHWAY SUPERINTENDENT'S ATTENDANCE AT THE NYS AOT OH CONFERENCE SEPTEMBER 26-29, 2023**

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

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

Resolved that Paul Wheeler will attend the NYS AOT OH Conference.

**WATER REPORT**

Total for month of June 2023 – 2,852,810

Daily Average for month of June 2023 – 95,090

**COMMITTEE REPORTS**

Water District: Purchase Neptune Equipment from Ti Sales to upgrade the current meter reading system.

Building & Grounds: Wait until the Fall to shampoo the carpets in the Town Hall. Get quotes to paint the exterior entrance rails and walkways this summer, paint stairway down to court room. Check on painting shutters or replacing them.

**RESOLUTION 69-2023 APPROVE THE PURCHASE OF THE NEPTUNE MRX920 MOBILE DATA COLLECTOR V4 WITH RF DATA LOGGING FEATURE**

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

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

Resolved to purchase the new mobile data collector for water meter reading.

**Old Business**

ARPA Funds – Don and Joe are still working on quotes for the building of the pavilion. The generators have been contracted out after two estimates were reviewed. North Street, Genoa Mitigation Project committee met and did an on-site walk on the properties. They plan to check back with CC Soil & Water to discuss some updates and changes. A decision on the NYSERDA grant for \$5k needs to be made (possible town hall and highway department lights) Cheryl will check on quotes. Also a possible charging station. Repository Records Management job is getting closer to completion. Getting quotes for a shredding company. The Swim & Recreational Program began July 10, 2023. Need approval for a new substitute teacher.

**RESOLUTION 70-2023 APPROVAL FOR HIRING ARIANA DAVIS AS A SUBSTITUTE SWIM INSTRUCTOR FOR THE 2023 SWIM AND RECREATION PROGRAM FUNDED BY 4 TOWNS.**

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

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

Resolved to hire the substitute swim instructor for the SCCS Swim program.

REV Theatre program is scheduled for Saturday, July 15 at 3:00pm at the Genoa Town Hall. Still looking for a Dog Control Officer replacement. Lorie will call the Moravia Veterinarian to see if there is anyone in the Moravia area who may be interested.

**NEW BUSINESS**

Annual Department Budget forecasting forms for 2024 have been distributed and are due 8/15/2023. Statement forms for the NYMIR insurance updates were reviewed.

**RESOLUTION 71-2023 TO ESTABLISH A POLE BARN BUILDING PERMIT FOR \$50 AND TO INCREASE THE FENCE INSTALLATION BUILDING PERMIT TO \$40.00**

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

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

Resolved to approve the new pole barn permit fee and increase in the fence installation permit fee.

The Town Supervisor provided information that was given to her regarding the request to assist in funding the King Ferry Food Pantry. Funding would only be set based on the number of town residents that use this food pantry. **A suggested donation to start in 2024 was recommended to be \$1,000.**

**RESOLUTION 72-2023 APPROVAL TO PREPARE A LOCAL LAW TO BEGIN IN 2024 TO PROVIDE CONTRACTUAL FUNDING BY THE TOWN OF GENOA TO THE KING FERRY FOOD PANTRY BASED ON NUMBER OF RESIDENTS WITHIN THE TOWN OF GENOA USING THIS PANTRY. FUNDING TO THIS ORGANIZATION WILL BE RE-EVALUTED ON A YEARLY BASIS PRIOR TO THE TOWN'S FINAL APPROVED BUDGET WHERE THE FUNDING WOULD BE ESTABLISHED FOR THE FOLLOWING YEAR. DOCUMENTATION WILL NEED TO BE RECEIVED BY THE KING FERRY FOOD PANTRY VERIFYING NUMBERS THAT REPRESENT THE USE BY THE RESIDENTS WITHIN THE TOWN OF GENOA.**

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

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

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

Creek Road Bridge repair application was declined.

**RESOLUTION 73-2023 APPROVAL TO ACCEPT THE TOWN'S NEW UPDATED POLICY AGAINST DISCRIMINATION AND HARASSMENT EFFECTIVE JULY 12, 2023.**

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

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

Resolved to approve the updated sexual harassment and discrimination policy.

The Town of Genoa's **Fund Balance Policy** that was prepared by the Town Supervisor and Municipal Solutions was presented to the Town Board for comment and approval as written.

**RESOLUTION 74-2023 APPROVAL OF THE RESOLUTION APPROVING THE 2023 FUND BALANCE POLICY EFFECTIVE JULY 12, 2023.**

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

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

Resolved to approve the resolution of the Fund Balance Policy. Effective July 12, 2023.

**RESOLUTION 75-2023 APPROVAL TO HAVE THE AUGUST AND SEPTEMBER TOWN BOARD MEETINGS START AT 6:00PM.**

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

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

Resolved to approve to start the August and September board meetings at 6:00pm.

The Supervisor asked the Board at 7:35 p.m. to go into the Executive Session for employment discussions. On a motion of Board Member White, seconded by Board Member Shields, the Executive Session was adjourned at 7:45 p.m. Carried unanimously.

The regular meeting was adjourned at 7:50 p.m. on a motion of Board Member Shields, seconded by Board Member Slocum. Carried unanimously.

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Shannon Armstrong, Town Clerk