

**TOWN BOARD OF GENOA REGULAR
AND ORGANIZATIONAL MEETING**

January 8, 2025

The Regular Town Board Meeting and Organizational Meeting of 2025 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 8, 2025.

Present Don Slocum, Supervisor Paul Wheeler, Highway Superintendent
Cheryl Shields, Board Member
Joe Philip, Board Member
Albert Armstrong, Board Member
Shannon Armstrong, Town Clerk

Absent Kristi Gans, Board Member

The Organizational and Regular Board meetings were called to order at 6:30 p.m. by Supervisor Don Slocum with the Pledge of Allegiance to the Flag.

RESOLUTION 1-2025 APPROVAL OF BOARD MINUTES FROM 12/30/2024

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to approve the Board Minutes from 12/30/2024

RESOLUTION 2-2025 APPROVAL OF SUPERVISOR'S FINANCIAL REPORTS FOR 12/2024

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to approve the Supervisor's Financial Report.

RESOLUTION 3-2025 APPROVAL OF BILLS AS PRESENTED

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept the approval of the December 2024 final bills as presented.

CLERK'S REPORT

Report on Revenues from Clerk's Office for December 2024

Certified Copies (0)	\$ 00.00
Marriage License (0)	\$ 00.00
Dog Licenses (13)	\$ 130.00 (\$13.00 to Ag & Markets population control fund)
Building Permits (0)	\$ 00.00

Disbursements for December 2024

Paid to Supervisor	\$ 130.00
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RESOLUTION 4-2025 CLERK'S REPORT

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved that the December 2024 Clerk's Report be approved.

CODE ENFORCEMENT OFFICER REPORT

Presented by Kevin Foster

December 18

- Office Hours
- Inspection 10166 State Rt 90

December 19

- Email regarding Powers Rd resident sleeping outside
- Also had phone conversation with Cayuga County Health Department about the issue and our efforts to address them.
- Call from Resident about permits for small sheds

December 20

- Email about Garage Permit

December 25

- Merry Christmas Office closed

December 31

- Spoke with Frank from King Ferry set up an appointment
- Call from Mark complaint on Rt 90 Cars and living in Camper

January 1

- Happy New Year Office closed

January 3

- Call from Evan Hayes about permit on Weeks Rd
- Set up Meeting 9:30 about permit on Lake Rd

January 7

- Start working on 1203 Report for NYS

January 8

- Renew Permit 300 Lake Road 25-01
- Meet Resident needed sign off for NYSE&G for new home Rt 90 King Ferry
- Meet with Frank for lot line adjustment on lake
- Permit 88 Brooks Road New Home 25-02
- Inspection Weeks Road for final
- Prepare monthly report

SUPERINTENDENT OF HIGHWAYS REPORT

Presented by Paul Wheeler

The highway guys are doing a lot of plowing and maintaining trucks. The C.H.I.P.S money came in at \$181k. Paul will be checking into purchasing a fuel tank to be placed at the Town Barn, possibly using the C.H.I.P.S. money. J.D. Tyrrell, the new hire, is doing an excellent job. Agreed to keep J.D. on the three-month probation period for a new hire. The number of plowing trips logged: November - 4; December - 24 and January - 11 at the time of this meeting.

WATER REPORT

Total for month of December 2024 – 1,890,514 gallons (December 2023: 1,717,020 gallons)

Daily Average for month of December 2024 – 60,972 gallons

Don would like to set up a meeting with the Town of Genoa Water Committee to discuss the extension of the water line on Route 34.

DOG CONTROL

Number of Complaints: 1

Dogs Seized and Sheltered: 0

Dogs Redeemed: 0

Dog Adopted: 0

Dogs Advertised: 0

Dogs Euthanized: 0

Licenses Written: 0

Notice to Comply Wrote: 1

Appearance Tickets Issued: 0

Lost & Found Matches: 0

New Business

RESOLUTION 5-2025 APPROVAL OF OFFICIAL APPOINTMENT OF ALBERT ARMSTRONG AS A MEMBER OF THE GENOA TOWN BOARD

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

ADOPTED Ayes 4 Slocum, Shields, Philip
Nays 0

Resolved to approve Albert Armstrong as town board member.

Organizational Meeting of the Town of Genoa.

- A. Appointments
- B. Schedule of Salaries
- C. Appointment Term Schedule for Variance, Assessment, County Planning Board, Cayuga County Sewer & Water Authority Board, and Cayuga Lake Watershed Intermunicipal Organization.
- D. Holiday Schedule
- E. Standard Workday, ROA and Reinstatement of ROA documents (will be available at February board meeting)
- F. Code of Ethics
- G. Town Highway and Water Department Pay Date Schedule

Attachment A APPOINTMENTS for 2025

- a. Assessor: Jay Franklin -2-year term through 9/30/2025 or further if he desires
- b. Attorney to Town: Thaler & Thaler (Guy Krogh) – one-year term expiring 12/31/2025
- c. Board of Assessment Review: Five-year terms (see personnel and term schedule below in Section C)
- d. Variance and Cayuga County Planning Boards: Five-year terms (see personnel and term schedule below in Section C)
- e. Code Enforcement Officer: Kevin Foster– one year term expiring 12/31/25
- f. Court Clerk: Claire Hebbard– term coincides with term of Justice – 12/31/2025
- g. Deputy Highway Superintendent: vacant
- h. Deputy Registrar of Vital Statistics, two-year term: Donald Slocum – term expiring 12/31/2025

- i. Deputy Supervisor-Cheryl Shields – one-year term expiring 12/31/2025
- j. Dog Control Officer: Suzie Tracy – yearly contract expiring 12/31/2025
- k. k Dog Enumerator: Vacant -- one-year term expiring 12/31/2025.
- l. Registrar of Vital Statistics: Shannon Armstrong – two-year term expiring 12/31/2025
- m. Records Management Clerks: Pamela Landon and Shannon Armstrong– one-year term expiring 12/31/2025
- n. Superintendent of Highways: Paul Wheeler– two-year term expiring 12/31/2025
- o. Superintendent of Water Department: Paul Wheeler– two-year term expiring 12/31/2025
- p. Town Payroll Officer/Bookkeeper: Pamela Landon–one-year term expiring 12/31/2025.
- q. Town Budget Director: Donald Slocum – one-year term expiring 12/31/2025.
- r. Town Budget Director Assistant: Pam Landon- one-year term expiring 12/31/2025
- s. Town Historian: Shannon Armstrong-one year term expiring 12/31/2025.
- t. Building Care Person: Vacant-one year term expiring 12/31/2025
- u. Web Master: Tonya Miles -one year term expiring 12/31/2025
- v. Town Clerk/Tax Collector- Two-year term expiring 12/31/2025
- w. Rep to Cayuga Sewer & Water Authority Board-Donald Slocum- One year term expiring 12/31/2025
- x. Rep to Cayuga Lake Watershed Intermunicipal Organization- Donald Slocum- One year term expiring 12/31/2025

Attachment B SCHEDULE OF SALARIES FOR 2025

- a. Assessor: \$21,000.00 annual salary pro-rated monthly & paid at the end of each month, \$60 per month for personal designated cell phone. Mileage and cost of training meetings are reimbursable should they occur.
- b. Attorney to the Town: Per current contract at hourly rate of \$300 and \$200 for his paralegal.
- c. Board of Assessment Review Member: \$200.00 annual salary and paid the 15th of December or unless resignation occurs, mileage can be reimbursed for meetings that qualify for coursework towards position
- d. Board of Appeals/Variance Member and Cayuga County Planning Board Member: \$200.00 annual salary and paid the 15th of December,
- e. Chairman of this Board receives \$300.00 annual salary paid the 15th of December, see personnel and term schedule below in section C
- f. Code Enforcement Officer: \$10,600 annual salary pro-rated monthly paid at the end of each month, plus \$70 monthly contractual expenses for his phone and laptop but no mileage reimbursement for town duties paid after the Monthly Board Meeting.
- g. Court Clerk: \$7,368 – annual salary prorated monthly & paid at the end of each month, term expires when Judge’s does.
- h. Deputy Highway Superintendent: vacant
- i. Deputy Registrar of Vital Statistics \$10 per service as received by the Supervisor
- j. Deputy Supervisor- No additional Compensation
- k. Dog Control Officer: \$7,800.00 per year, per current contract, paid monthly.
- l. Dog Enumerator: \$2.00/dog plus mileage at the town’s reimbursement rate.
- m. Registrar of Vital Statistics: \$10 per service as received by the Town Clerk
- n. Records Management Clerk, Town Supervisor, Town Clerk and Town Bookkeeper: \$20.00 per hour. As needed
- o. Superintendent of Highways: \$70736.84 annual salary pro-rated monthly & paid on the 15th and the last day of the month. \$60 per month for personal cell phone
- p. Superintendent of the Water Department \$30526.31 annual salary pro-rated monthly & paid on the 15th and last day of the month.
- q. Town Payroll Officer/Bookkeeper: \$12,632 annual salary pro-rated monthly & paid at the end of each month
- r. Town Budget Director: \$1685.00 annual salary paid on 12/15
- s. Town Budget Director Assistant: \$526.00 annual salary paid on 12/15

- t. Town Historian: \$2,000.00 annual salary pro-rated monthly & paid at the end of each month
- u. Building Care Person: \$21.00 per hour
- v. Web Master \$ 1,100 annual salary. Paid quarterly.
- w. Town Clerk/Tax Collector; \$16105 Annual salary pro-rated monthly and paid at the end of the month. Mileage at the Town's reimbursement rate for 2025
- x. Rep to Cayuga County Sewer & Water Authority Board- Mileage at the Town's reimbursement rate for 2025.
- y. Rep to Cayuga Lake Watershed Intermunicipal Organization. Mileage at approved 2025 rate.

- A. Town Council Member: \$4,474 annual salary & paid in a lump sum on 12/15
- B. Town Justice: \$9,800 annual salary prorated monthly & paid at the end of each month
- C. Town Supervisor: \$13,684 annual salary prorated monthly & paid at the end of each month. \$60 per month for a personal cell phone.
- D. Motor Equipment Operator: Hourly rates ranges based on experience and evaluation w/ time & ½ over 40 hours,

Attachment B Schedule of Salaries continued

2025 rates range between \$25.00 to \$27.11 with new pay rate increases effective w/ first day of the new pay period 1/09/25.

Hourly rates based on Organizational Meeting approval on 1/8/25.

- E. Motor Equipment Operator Part-time: \$23.00 per hour with time and a half over 40 hours, no benefits

Section C: Appointments for 2025 BAR, Variance Board and Cayuga County Planning Board Representative

Board of Assessment Review: Five-year terms

- (1) Joel Meade – 10/1/23 – 06/30/2028
- (2) Michael Minnies – 10/1/22 – 9/30/2027
- (3) Robert Ward – 7/1/2022 – 6/30/2027

Variance Board and Terms: Five-year terms

- (1) Dale Sellen, Chairman – 12/31/2028
- (2) Sue Bower, 12/31/2025
- (3) Joel Meade, 12/31/2029
- (4) Anton Parseghian, 12/31/2029
- (5) Chris Wilbur, 12/31/2026

Cayuga County Planning Board Term: Five-year Term

- (1) Anton Parseghian 12/15/2021 – 12/31/2026

Appendix D

2025 Town Holiday Schedule (Paid Days)

Monday, February 17, 2025

Monday, May 26, 2025

Thursday, June 19, 2025

Friday, July 4, 2025

Monday, September 1, 2025

Monday, October 13, 2025

Tuesday, November 4, 2025

Tuesday, November 11, 2025

Thursday, November 27, 2025

Thursday, December 25, 2025

Thursday, January 1, 2025

Presidents' Day

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Columbus Day

Election Day

Veterans Day Observed

Thanksgiving

Christmas

New Year's

Attachment E 2025 CODE OF ETHICS - TOWN OF GENOA

Definition

1. The term "Town Agency" shall mean any department or office of the Town of Genoa, New York.
2. The term "Board" shall mean Town Board of the Town of Genoa, New York.

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.

Standards

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. An officer or employee or member of the Board should not by their conduct give reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in the performance of official duties, or that is affected by the kinship, rank, position or influence of any party or person.
7. An officer or employee or member of the Board should abstain from making personal investments in enterprises which they have reason to believe they may be directly involved in decisions to be made by them or which will otherwise create substantial conflict between duty in the public interest and private interest.
8. 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 engaged in acts that are in violation of the public interest.
9. 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.
10. 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.

Town Board

1. Be it resolved that the Genoa Town Board will continue with the practice of using the rules as outlined in the 2021 Town Law Manual until such time when most of the board feels that more specific rules are needed.
2. 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 6:30 p.m. at the Genoa Town Hall, 1000 Bartnick Road, Genoa, New York.
3. Be it resolved that the "The Shopper" shall be designated as the official newspaper of the Town of Genoa for all legal notices. The Citizen will be used as a backup. Facebook and/or the Southern Cayuga Tribune may be used for non-legal announcements.

Fiscal Matters

1. 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.
2. 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.
3. Be it resolved that the Genoa Town Board establishes a Town Clerk petty cash fund of \$125.00.
4. 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.
5. Be it resolved that the Superintendent of Highways is authorized to spend up to \$8,000.00 in aggregate from the Highway Department budget without prior approval of the Board.
6. Be it resolved that the Town Supervisor is authorized to spend up to \$6000.00 in aggregate out of the General Budget without prior approval of the Board. Any purchase by any other Town Official or other Town employees, other than the Highway Superintendent and Town Supervisor, for more than \$2,000 must receive Town Board approval. Emergency purchases more than \$5,000 may be authorized by the Deputy Supervisor.
7. Be it resolved that any check rendered to the Town of Genoa and returned for any reason will be assessed a \$30.00 redemption fee.
8. Be it resolved that the Deputy Supervisor be empowered to sign checks in the absence of and/or at the request of the Supervisor.
9. 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.
10. 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.
11. NYS Mileage Reimbursement rate for 2025 is set at \$.700 per mile.

APPENDIX F TOWN OF GENOA 2025 HIGHWAY AND WATER EMPLOYEE PAY SCHEDULE

See separate attachment.

RESOLUTIONS ON ORGANIZATIONAL MEETING:

Resolution 6-2025 **APPROVAL ATTACHMENT A (a-x) on Town Appointments**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept Attachment A (a-x).

Resolution 7-2025 **APPROVAL ATTACHMENT B (a-x, A-E) on Schedule of Salaries for 2025**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept Attachment B (a-x, A-E).

Resolution 8-2025 **APPROVAL SECTION C – Bar, Variance, & County Planning Board Members**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept Section C – Bar, Variance Board and Cayuga County Planning Board Reps.

Resolution 9-2025 **APPROVAL APPENDIX D – Paid Town Holidays**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept Appendix D – Paid Town Holidays.

Resolution 10-2025 **APPROVAL ATTACHMENT E – Code of Ethics- Town of Genoa (1-10)**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept Attachment E – Code of Ethics 1-10.

Resolution 11-2025 **APPROVAL OF Town Board Practice Statements (1-3)**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong
Nays 0

Resolved to accept the Town Board practice statements (1-3).

Resolution 12-2025 **APPROVAL OF Fiscal Matters (1-11)**

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

ADOPTED Ayes 4 Slocum, Shields, Philip, Armstrong

Nays 0

Resolved to accept Fiscal Matters (1-11).

The Organizational Meeting was adjourned at 7:15pm on a motion by Board Member Shields and seconded by Board Member Philip. Carried unanimously. The Regular Meeting was adjourned at 7:20pm on a motion by Board Member Shields and seconded by Board Member Armstrong. Carried unanimously.

Shannon Armstrong, Town Clerk

DRAFT