MINUTES
TOWN OF GENEVA
ORGANIZATIONAL TOWN BOARD MEETING
January 14, 2020

PRESENT: Supervisor Mark Venuti Councilmember Jeffery Dunham
Councilmember Robert McCarthy Councilmember Kimberly Aliperti
Councilmember Mark Palmieri

Recording Secretary: Lorrie S. Naegele, Geneva Town Clerk
The actions described below are not necessarily listed in order of occurrence.

Others Present: Bernie Peck, Highway Superintendent; Charlie Bracko, Water and Sewer Superintendent; two residents.

CALL TO ORDER: 6:00 p.m. The 2020 Organizational Meeting of the Town Board.

1. 2020 RESOLUTION NO. 1-2020: Meeting Schedule: Motion to approve made by Councilmember Palmieri, second by Councilmember Aliperti. Motion to amend the meeting times to 5:30 P.M. for informal discussions with the Town Board and Department heads, with the formal agenda beginning at 6:00 P.M. Motion made by Councilmember McCarthy, second by Councilmember Dunham. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 1 -2020

It is RESOLVED the regular meetings of the Town Board shall be convened at the Town Hall, 3750 County Road 6, Geneva, NY 14456, at 5:30 P.M. for informal discussions with the Town Board and Department heads, with the formal agenda beginning at 6:00 P.M., on the second Tuesday of each month, February 2020 through January 2021.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:________________________________20
Lorrie S. Naegele, Town Clerk

2. 2020 RESOLUTION NO. 2-2020: COUNTY PURCHASING: Motion to approve made by Councilmember Aliperti, second by Councilmember Palmieri. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 2 -2020

It is RESOLVED the Town intends to use the Ontario County Purchasing Department, New York State bids, and/or shared bids, for cooperative purchasing of equipment, supplies and services where there is an advantage to the Town to do so.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:________________________________20
Lorrie S. Naegele, Town Clerk

3. 2020 RESOLUTION NO. 3-2020: OFFICIAL NEWSPAPER: Motion to approve made by Councilmember Dunham, second by Councilmember McCarthy. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 3 -2020

It is RESOLVED the Finger Lakes Times is designated as the official newspaper of the Town of Geneva.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:________________________________20
Lorrie S. Naegele, Town Clerk

4. 2020 RESOLUTION NO. 4-2020: MILEAGE REIMBURSEMENT: Motion to approve made by Councilmember Aliperti, second by Councilmember Palmieri. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 4 - 2020

It is RESOLVED that eligible mileage reimbursement shall be at the rate of $0.575 per mile, the federal business rate for 2020.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date: _______________________________ 2020
Lorrie S. Naegele, Town Clerk

5, 2020 RESOLUTION NO. 5-2020: PETTY CASH FUNDS: Motion to approve made by Councilmember McCarthy, second by Councilmember Dunham. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 5 - 2020

It is RESOLVED that Petty Cash funds shall be maintained in the following amounts:

- Justices: $150.00
- Town Clerk: $300.00
- Highway Department: $100.00
- Water & Sewer Department: $100.00

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date: _______________________________ 2020
Lorrie S. Naegele, Town Clerk

6, 2020 RESOLUTION NO. 6-2020: HOLIDAY, SICK LEAVE & VACATION POLICY: Motion to approve made by Councilmember Dunham, second by Councilmember Aliperti. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 6 - 2020

RESOLVED that the following shall be paid holidays for full time employees: New Year’s Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, Christmas Day, one floating holiday, and a half day on Primary Day if the election affects residents of the Town of Geneva; and it is further

RESOLVED, that sick leave may be accumulated by full time employees at the rate of one day of leave for each month worked to a maximum of 60 days. In the event of disability, sick leave so accumulated may be used to cover in full the first 7 days of disability, after which, the employee’s full time pay will continue and the proceeds of the Town Disability or Compensation Insurance will be paid to the Town. In the event of resignation, full pay for up to 60 days (30 days for employees hired on or after 1/1/2016) sick leave shall be paid to the employee at his/her normal hourly rate; for salaried employees the hourly rate shall be computed by dividing their annual salary by 2080 hours; and it is further

RESOLVED, that paid vacation is accrued under the schedule set forth below, and must be taken during the year; there is no carry-over of un-used vacation time to subsequent years and no payment of unused vacation time upon termination of employment.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td>2 weeks</td>
</tr>
<tr>
<td>8-13</td>
<td>3 weeks</td>
</tr>
<tr>
<td>14-19</td>
<td>4 weeks</td>
</tr>
<tr>
<td>20+</td>
<td>4 weeks plus 1 day for each year in excess of 20 years to a maximum of 5 weeks.</td>
</tr>
</tbody>
</table>

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date: _______________________________ 2020
Lorrie S. Naegele, Town Clerk

7, 2020 RESOLUTION NO. 7-2020: JUSTICES: Motion to approve made by Councilmember McCarthy, second by Councilmember Dunham. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 7 - 2020
It is RESOLVED the Town consents to temporary assignment of Justices to preside in other Town or Village Courts in the Seventh Judicial District as needed and requested and to the extent it does not unduly interfere with their duties to the Town of Geneva.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:_____________________________2020

Lorrie S. Naegele, Town Clerk

8. 2020 RESOLUTION NO. 8-2020: APPOINTMENTS: Motion to approve made by Councilmember Aliperti, second by Councilmember Palmieri. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 8-2020

It is RESOLVED that the following appointments are approved:

Budget Officer/Town Controller: Mark Venuti
Attorney for the Town: Jeffrey Graff
Chairman-Planning Board: Mary Ann Bell
Chairman-Zoning Board: John Wilson
Clerk to the Assessor: Shelly Marquart
Code Enforcement Officer: Floyd Kofahl
Deputy Highway Superintendent: Dan Mahoney
Water & Sewer Superintendent: Charles Bracko
Water & Sewer Assistant: Howard Bailey
Water & Sewer Maintenance: Jeffery Ilacqua
Water & Sewer Clerk: Shelly Marquart
Occupational Safety Officer: Charles Bracko
Secretary-Planning & Zoning: Amy Naegele
Justice Court Clerk: Howard Jeannette
Justice Court Clerk: Jeffrey Trickler
Registrar: Lorrie S. Naegele
Town Historian: Barbara Lamb
Cleaning Service: Charles Bracko
Bookkeeper & Supervisor's Assistant: Eric Reuscher
Ontario County All Hazard Mitigation Representative: Floyd Kofahl
Town Emergency Planning Program Coordinator: Floyd Kofahl
Flood Plane Administrator: Floyd Kofahl

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:_____________________________2020

Lorrie S. Naegele, Town Clerk

9. 2020 RESOLUTION NO. 9-2020: SALARIES: Motion to amend and pull Highway Equipment operator and Water & Sewer Laborer rates to check on new rates. Motion to approve made by Councilmember Palmieri, second by Councilmember Aliperti. Unanimously approved. Motion to approve the amended resolution that the following salaries and rates are approved. Motion to approve made by Councilmember McCarthy, second by Councilmember Dunham. Unanimously approved.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 9-2020

It is RESOLVED, that the following salaries and rates are approved:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual (A)</th>
<th>Hourly (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilpersons 4@</td>
<td>$ 4,967.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Justices 2@</td>
<td>$ 16,410.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>$ 22,925.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Deputy Supervisor</td>
<td>$ 1,200.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Budget Officer</td>
<td>$ 3,000.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Assessor</td>
<td>$ 40,955.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Clerk to the Assessor</td>
<td>$ 20.86 (H)</td>
<td></td>
</tr>
<tr>
<td>Town Clerk/Tax Collector</td>
<td>$ 45,561.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Attorney for the Town</td>
<td>$ 150.00 (H)</td>
<td></td>
</tr>
<tr>
<td>Deputy Town Clerk</td>
<td>$ 17.61 (H)</td>
<td></td>
</tr>
<tr>
<td>Code Enforcement Officer</td>
<td>$ 68,469.00 (A)</td>
<td></td>
</tr>
</tbody>
</table>
Code Enforcement Officer Assistant  $ 15.00 (H)
Climate Smart Coordinator  $ 15.00 (H)
Registrar  $ 1,102.00 (A)
Highway Superintendent  $ 77,325.00 (A)
Deputy Highway Superintendent  $ 2,200.00 (A)
Highway Equipment Operator  $ 29.13 (H)
Occupational Safety Officer  $ 1,515.00 (A)
Transfer Station Attendant  $ 19.73 (H)
Water & Sewer Superintendent  $ 81,145.00 (A)
Water & Sewer Assistant  $ 72,007.00 (A)
Water & Sewer Maintenance  $ 69,613.00 (A)
Water & Sewer Laborer  $ 29.13 (H)
Water & Sewer Clerk  $ 20.86 (H)
Bookkeeper to the Supervisor  $ 19.96 (H)
Court Clerk  $ 17.61 (H)
Part-time typist  $ 15.00 (H)
Secretary-Planning & Zoning Boards  $ 45.00 (per meeting)
Cleaning Services  $ 6,800.00 (A)

- All salaries will be paid bi-weekly.

Assessment Board of Review-Chairman  $ 18.85 (H)
Assessment Board of Review- Member  $ 15.76 (H)

Payment to be made when services are provided

PER MEETING

Planning Board Chairman  $ 55.00
Planning Board Member  $ 45.00
Liaison to Ont. County Planning Board  $ 45.00
Zoning Board Chairman  $ 55.00
Zoning Board Member  $ 45.00

Payment to be made bi-monthly

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:________________________________2020
Lorrie S. Naegele, Town Clerk


TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 10-2020

It is RESOLVED that Five Star Bank will act as depository for the Geneva Town Clerk/Tax Collector.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

Date:________________________________2020
Lorrie S. Naegele, Town Clerk


TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 11-2020

It is RESOLVED that Bank of the Finger Lakes will act as depository for the Town of Geneva.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on January 14, 2020. Unanimously approved.

**TOWN OF GENEVA, NEW YORK**  
**RESOLUTION OF THE TOWN BOARD**  
**RESOLUTION NO. 12-2020**

It is RESOLVED the attached Town Investment Policy is approved.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on **January 14, 2020**. Unanimously approved.

Date:________________________________2020

Lorrie S. Naegele, Town Clerk


**TOWN OF GENEVA, NEW YORK**  
**RESOLUTION OF THE TOWN BOARD**  
**RESOLUTION NO. 13-2020**

It is RESOLVED the attached Town Procurement Policy is approved.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Geneva on **January 14, 2020**. Unanimously approved.

Date:________________________________2020

Lorrie S. Naegele, Town Clerk


**TOWN OF GENEVA, NEW YORK**  
**RESOLUTION OF THE TOWN BOARD**  
**RESOLUTION NO. 14-2020**

It is RESOLVED the following appointments are made to the Town Comprehensive Plan Committee, Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Parks and Recreation Committee for calendar year 2020, and the supervisor, in consultation with the committee chair, may make additional appointments to any committee during the year:

<table>
<thead>
<tr>
<th>Comprehensive Plan Committee</th>
<th>Kashong Conservation Area Committee</th>
<th>Sustainability Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Venuti</td>
<td>Tom Bonacci</td>
<td>Mark Palmieri</td>
</tr>
<tr>
<td>Melissa Nault</td>
<td>Hugh Price</td>
<td>Jay Van Houten</td>
</tr>
<tr>
<td>Mark Palmieri</td>
<td>Mitch Wilber</td>
<td>Elizabeth Newell</td>
</tr>
<tr>
<td>Jeff Dunham</td>
<td>Sophie Elkin</td>
<td>Keith Waldron</td>
</tr>
<tr>
<td>Bob McCarthy</td>
<td>Jim Smith</td>
<td>Kristen Brubaker</td>
</tr>
<tr>
<td>Kim Aliperti</td>
<td>Ryan Wallace</td>
<td>Jim Engel</td>
</tr>
<tr>
<td>Mary Ann Bell</td>
<td>Floyd Kofahl</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economic Development Committee</th>
<th>Communication Committee</th>
<th>Ag. Enhancement Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob McCarthy</td>
<td>Edward Smaldone</td>
<td>Kristen DeVaney</td>
</tr>
<tr>
<td>Sophie Elkin</td>
<td>Eric Heieck</td>
<td>Mark Venuti</td>
</tr>
<tr>
<td>Mark Venuti</td>
<td></td>
<td>Daniel Roman</td>
</tr>
<tr>
<td>Steve High</td>
<td>Melissa Nault</td>
<td>Kaitlin Fello</td>
</tr>
<tr>
<td>Floyd Kofahl</td>
<td></td>
<td>Nate Martin</td>
</tr>
<tr>
<td>Paul Schroeder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Aliperti</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parks and Recreation Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Venuti</td>
</tr>
<tr>
<td>Jim Hogan</td>
</tr>
<tr>
<td>Beverly Young</td>
</tr>
<tr>
<td>Bernie Peck</td>
</tr>
</tbody>
</table>

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| | | |
TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 15 -2020

It is RESOLVED the attached Rules of Order of the Town Board of the Town of Geneva are approved.

Rules of Order of the Town Board of the Town of Geneva

1. The Supervisor shall preside at all meetings of the Town Board and shall preserve order and decorum in debate.

2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as set forth in the meeting agenda.

3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special hearings to instruct all persons addressing the Board to state their names and addresses. At such hearings the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.

4. At the close of the public hearing as provided for in paragraph “3” above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.

5. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.

6. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.

7. No motion or resolution may be brought to a vote except by the majority consent of those present, unless copies are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.

8. No member shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.

9. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

10. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.

11. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum. Failure to strictly follow these rules does not in and of itself invalidate an action taken by the Board.

12. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.

13. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

14. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

I, Lorrie S. Naegele, Town Clerk of the Town of Geneva do hereby certify that the aforementioned resolution was adopted by the Town Board on January 14, 2020, Unanimously approved.

Date: ______________________________________ 2020

Lorrie S. Naegele, Town Clerk