Organizational Meeting, January 12, 2016

PRESENT: Supervisor Mark Venuti, Councilmember Jeffery Dunham, Councilmember Robert McCarthy, Councilmember Melissa Nault, 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: David Achilles, Highway Superintendent; Bill McAdoo, CEO; nine residents and Jim Miller, reporter from the Finger Lakes Times.

1) CALL TO ORDER: 7:00 pm. - Call to order of the Organizational Meeting of the Town Board.

2) RESOLUTION NO. 1-2016: TOWN DUES: Motion made by Councilmember Nault, second by Councilmember Palmieri, to pay dues.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 1-2016

It is RESOLVED, the 2015 annual dues to, Association of Towns be paid a sum of $1,100.00.

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 12, 2016 unanimously approved.

__________________________
Lorrie S. Naegele, Town Clerk

3. RESOLUTION NO. 2-2016: Meeting Schedule: Motion made by Councilmember Dunham, second by Councilmember Palmieri.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 2-2016

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 6:30 P.M. for informal discussions with the Town Board and Department heads, with the formal agenda beginning at 7:00 P.M., on the second Tuesday of each month, February through December 2016.

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 12, 2016 unanimously approved.

__________________________
Lorrie S. Naegele, Town Clerk

4. RESOLUTION NO. 3-2016: COUNTY PURCHASING: Motion made by Councilmember Nault, second by Councilmember McCarthy.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 3-2016

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 12, 2016 unanimously approved.

__________________________
Lorrie S. Naegele, Town Clerk

5. RESOLUTION NO. 4-2016: OFFICIAL NEWSPAPER: Motion made by Councilmember Nault, second by Councilmember Palmieri.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 4-2016

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 12, 2016 unanimously approved.
6. **RESOLUTION NO. 5-2016: MILEAGE REIMBURSEMENT**: Motion made by Councilmember Palmieri, second by Councilmember McCarthy.

**TOWN OF GENEVA, NEW YORK**
**RESOLUTION OF THE TOWN BOARD**
**RESOLUTION NO. 5-2016**

It is RESOLVED that eligible mileage reimbursement shall be at the rate of $.54 per mile, the federal rate for 2016.

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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

7. **RESOLUTION NO. 6-2016: PETTY CASH FUNDS**: Motion made by Councilmember Dunham, second by Councilmember Nault.

**TOWN OF GENEVA, NEW YORK**
**RESOLUTION OF THE TOWN BOARD**
**RESOLUTION NO. 6-2016**

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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

8. **RESOLUTION NO. 7-2016: HOLIDAY, SICK LEAVE & VACATION POLICY**: Motion made by Councilmember Nault, second by Councilmember Palmieri.

**TOWN OF GENEVA, NEW YORK**
**RESOLUTION OF THE TOWN BOARD**
**RESOLUTION NO. 7-2016**

RESOLVED that the following shall be paid holidays for full time employees: New Year’s Day, Martin Luther King 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 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.

- 1-7 years of service: 2 weeks
- 8-13 years of service: 3 weeks
- 14-19 years of service: 4 weeks
- 20 years of service: 4 weeks plus 1 day for each year in excess of 20 years to a maximum of 5 weeks.

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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

9. **RESOLUTION NO. 8-2016: JUSTICES**: Motion made by Councilmember McCarthy, second by Councilmember Dunham.
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 12, 2016 unanimously approved.

________________________  
Lorrie S. Naegele, Town Clerk

10. RESOLUTION NO. 9-2016: APPOINTMENTS: It is RESOLVED that the following appointments are approved: Motion made by Councilmember Palmieri, second by Councilmember Nault.

TOWN OF GENEVA, NEW YORK  
RESOLUTION OF THE TOWN BOARD  
RESOLUTION NO. 9-2016

Budget Officer/Town Controller  
Mark Venuti  
Attorney for the Town  
Jeff Graff  
Chairman-Planning Board  
Mary Ann Bell  
Chairman-Zoning Board  
Douglas Roll  
Clerk to the Assessor  
Shelly Marquart  
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  
Penny J. Spinner  
Justice Court Clerk  
Howard Jeannette  
Justice Court Clerk  
Bruce Baker  
Registrar  
Lorrie S. Naegele  
Town Historian  
Barbara Lamb  
Cleaning Service  
Charles Bracko  

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 12, 2016 unanimously approved.

________________________  
Lorrie S. Naegele, Town Clerk

11. RESOLUTION NO. 10-2016: SALARIES: It is RESOLVED, that the following salaries and rates are approved: Motion made by Councilmember Palmieri, second by Councilmember McCarthy.

TOWN OF GENEVA, NEW YORK  
RESOLUTION OF THE TOWN BOARD  
RESOLUTION NO. 10-2016

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual (A)</th>
<th>Hourly (H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councilman 4@</td>
<td>$ 4,589.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Justice Liberatore</td>
<td>$ 14,796.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Justice Davies</td>
<td>$ 13,947.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>$ 21,184.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Deputy Supervisor</td>
<td>$ 1,200.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Tax Collector</td>
<td>$ 5,693.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Budget Officer</td>
<td>$ 3,000.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Assessor</td>
<td>$ 36,923.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Clerk to the Assessor</td>
<td>$ 18.80 (H)</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>$ 35,382.00 (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>$ 15.87 (H)</td>
<td></td>
</tr>
<tr>
<td>Building Inspector</td>
<td>$ 68,783.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>$ 993.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Highway Superintendent</td>
<td>$ 68,783.00 (A)</td>
<td></td>
</tr>
<tr>
<td>Deputy Highway Superintendent</td>
<td>$ 2,200.00(A)</td>
<td></td>
</tr>
<tr>
<td>Highway Equipment Operator</td>
<td>$ 26.26(H)</td>
<td></td>
</tr>
<tr>
<td>Occupational Safety Officer</td>
<td>$ 1,400.00(A)</td>
<td></td>
</tr>
<tr>
<td>Transfer Station Attendant</td>
<td>$ 17.79 (H)</td>
<td></td>
</tr>
</tbody>
</table>
Water & Sewer Superintendent $ 71,354.00 (A)
Water & Sewer Assistant $ 61,676.00 (A)
Water & Sewer Maintenance $ 60,281.00 (A)
Water & Sewer Laborer $  26.26 (H)
Bookkeeper to the Supervisor $  18.00 (H)
Water & Sewer Clerk $  18.80 (H)
Part-time typist $  15.87 (H)
Secretary-Planning & Zoning Boards $  45.00(per meeting)
Cleaning Services $ 6,500.00(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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

12. RESOLUTION NO. 11-2016: 2016 Depository for the Town Clerk/Tax Collector: Motion made by Councilmember Nault, second by Councilmember Dunham.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 11-2016

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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk


TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 12-2016

It is RESOLVED that Bank of the Finger Lakes and Lyons National Bank will act as depositories 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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk


TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 13-2016
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 12, 2016 unanimously approved.

________________________
Lorrie S. Naegele, Town Clerk

15. RESOLUTION NO. 14-2016: 2016 PROCUREMENT POLICY: Motion made by Councilmember McCarthy, second by Councilmember Dunham.

TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 14-2016

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 12, 2016 unanimously approved.

________________________
Lorrie S. Naegele, Town Clerk


TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 15-2016

RESOLUTION INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING

WHEREAS, the Town Board of the Town of Geneva, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, the Town Board of the Town of Geneva has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Geneva to proceed in accordance with the Code of the Town of Geneva and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on February 9, 2016, at 7:00 p.m. at the Geneva Town Hall, 3750 County Road 6, Geneva, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Geneva sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Geneva for its consideration; and be it further

RESOLVED, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

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 12, 2016 by the following vote:

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th>Nay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Venuti</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jeffery Dunham</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Robert McCarthy</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Melissa Nault</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mark Palmieri</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Lorrie S. Naegele, Town Clerk
Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
City
Town of Geneva
Village

Local Law No. 1 of the year 2016

A local law to override the tax levy limit established in General Municipal Law §3-c

Be it enacted by the Town Board (Name of Legislative Body)

Count
City
Town of Geneva
Village

Section 1: Legislative Intent

It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Geneva, County of Ontario pursuant to General Municipal Law §3-c, and to allow the Town of Geneva to adopt a town budget for (a) town purposes (b) fire protection districts and (c) any other special or improvement district governed by the town board for the fiscal year 2017 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2: Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the town board to override the tax levy limit by the adoption of a local law approved by a vote of sixty percent (60%) of the town board.

Section 3: Tax Levy Limit Override

The Town Board of the Town of Geneva, County of Ontario, is hereby authorized to adopt a budget for the fiscal year 2017 that requires a real property tax levy in excess of the limit specified in General Municipal Law §3-c.

Section 4: Severability

If any clause, sentence, paragraph, section or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part of this local law or in its application to the person, individual, firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Section 5: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Exhibit “2”

TOWN OF GENEVA
NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Geneva on the 9th day of February, 2016 at 7:00 p.m., at the Geneva Town Hall, 3750 County Road 6, Geneva, New York, regarding the adoption of a Local Law which would permit the Town Board to adopt a budget for the 2017 fiscal year that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Any resident of the Town of Geneva shall be entitled to be heard upon said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the Town of Geneva Town Hall, 3750 County Road 6 Geneva, New York, 14456.

This by Resolution of the Town Board of the Town of Geneva.

Lorrie S. Naegele, Town Clerk
17. **RESOLUTION NO. 16-2016: Town Comprehensive Plan Committee, Kashong Conservation Area Committee, Sustainability Committee, and Economic Development Committee appointments:** It is RESOLVED the following appointments are made to the Town Comprehensive Plan Committee, Kashong Conservation Area Committee, Sustainability Committee, and Economic Development Committee for calendar year 2016: Motion to approve the following appointments made by Supervisor Venuti, second by Councilmember McCarthy.

<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>Ken Gregory</td>
<td>Elizabeth Newell</td>
</tr>
<tr>
<td>Jeff Dunham</td>
<td>Adam Maurer</td>
<td>Keith Waldron</td>
</tr>
<tr>
<td>Bob McCarthy</td>
<td>Dustin Cutler</td>
<td>Celia McAdoo</td>
</tr>
<tr>
<td>Bill McDaidoo</td>
<td>Ryan Wallace</td>
<td>Jim Engel</td>
</tr>
<tr>
<td>Mary Ann Bell</td>
<td></td>
<td>David Newcomb</td>
</tr>
<tr>
<td>Jim Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophie Elkin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitch Wilber</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Economic Development Committee

<table>
<thead>
<tr>
<th>Mark Venuti</th>
<th>Bob McCarthy</th>
<th>Charles Bracko</th>
<th>Howard Bailey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Dunham</td>
<td>Mary Luckern</td>
<td>Charlie Bracko</td>
<td>Assistant to the Water and Sewer Superintendent</td>
</tr>
<tr>
<td>Bob McCarthy</td>
<td>Bill McDaidoo</td>
<td>Howard Bailey</td>
<td>Fire Chief or designee</td>
</tr>
<tr>
<td>Mary Ann Bell</td>
<td></td>
<td></td>
<td>Sheriff or designee</td>
</tr>
<tr>
<td>Jim Smith</td>
<td>Sophie Elkin</td>
<td>Martin Corbett</td>
<td>Town resident</td>
</tr>
<tr>
<td>Mitch Wilber</td>
<td></td>
<td>Kenneth Gregory</td>
<td>Town resident</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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

18. **RESOLUTION NO. 17-2016: Town-City Joint work group on water, sewer and drainage, Town-City Joint work group on transportation, Public Safety and Purchasing, and Joint work group on Economic Development, Housing and Recreation Appointments:** It is RESOLVED the following appointments are made to the Town-City Joint Work Group on Water, Sewer and Drainage, Town-City Joint Work Group on Transportation, Public Safety and Purchasing, and Town-City Joint Work Group on Economic Development, Housing and Recreation for calendar year 2016: Motion to approve the following appointments made by Councilmember Dunham, second by Councilmember McCarthy.

**Town-City Joint Work Group on Water, Sewer and Drainage**

<table>
<thead>
<tr>
<th>Mark Venuti, Town Board</th>
<th>Bob McCarthy, Town Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Bracko, Water and Sewer Superintendent</td>
<td>Howard Bailey, Assistant to the Water and Sewer Superintendent</td>
</tr>
<tr>
<td>Bill McDaidoo, Code Enforcement Officer</td>
<td>David Achilles, Highway Superintendent</td>
</tr>
<tr>
<td>Tom McNicholas, Town resident</td>
<td></td>
</tr>
</tbody>
</table>

**Town-City Joint Work Group on Transportation, Public Safety and Purchasing**

**Public Safety and Purchasing**

<table>
<thead>
<tr>
<th>Jeff Dunham, Town Board</th>
<th>Melissa Nault, Town Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Achilles, Highway Superintendent</td>
<td>Bernard Peck, Deputy Highway Superintendent</td>
</tr>
<tr>
<td>Fire Chief or designee</td>
<td>Sheriff or designee</td>
</tr>
<tr>
<td>Martin Corbett, Town resident</td>
<td>Kenneth Gregory, Town resident</td>
</tr>
</tbody>
</table>

**Town-City Joint Work Group on Economic Development, Housing and Recreation**

<table>
<thead>
<tr>
<th>Mark Venuti, Town Board</th>
<th>Mark Palmieri, Town Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill McDaidoo, Code Enforcement Officer</td>
<td></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 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

19. **RESOLUTION NO. 18-2016: Rules of Order.** It is RESOLVED the attached Rules of Order of the Town Board of the Town of Geneva are approved. Motion to approve the following appointments made by Councilmember Nault, second by Councilmember McCarthy.

   **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 of the Town of Geneva on January 12, 2016 unanimously approved.

Lorrie S. Naegele, Town Clerk

20. **MOTION TO ADJOURN:** Motion to adjourn made by Councilmember McCarthy, second by Councilmember Dunham. Motion unanimously approved. 7:08 pm.