

**AGENDA  
TOWN OF GENEVA  
ORGANIZATIONAL MEETING  
JANUARY 9, 2024**

**CALL TO ORDER:** The 2024 Organizational Meeting of the Town Board. Pledge of allegiance/opening – Supervisor Mark Venuti: US flag pledge followed by Mark’s pledge: I pledge to do my best to represent the people of the Town of Geneva, to keep an open mind during this meeting, to treat others with courtesy and respect, and to make decisions for the highest good of all concerned.

**1. 2024 RESOLUTION NO. 1-2024: Meeting Schedule.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the regular meetings of the Town Board shall be convened at the Town Hall, 3750 County Road 6, Geneva, NY 14456, beginning at 6:00 p.m., on the second Tuesday of each month, February 2024 through January 2025. Town Board members and department heads are expected at 5:30 p.m. for informal discussions among themselves and with any members of the public who wish to attend.

**2. 2024 RESOLUTION NO. 2-2024: PURCHASING.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

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

**3. 2024 RESOLUTION NO. 3-2024: OFFICIAL NEWSPAPER.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

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

**4. 2024 RESOLUTION NO. 4-2024: MILEAGE REIMBURSEMENT.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED that eligible mileage reimbursement shall be at the federal rate of \$0.67 per mile.

**5. 2024 RESOLUTION NO. 5-2024: PETTY CASH FUNDS.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

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

**6. 2024 RESOLUTION NO. 6-2024: HOLIDAY, SICK LEAVE & VACATION POLICY.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is 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, Juneteenth Day (June 19), Independence Day (July 4), Labor Day, Columbus or Indigenous People’s 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 (120 days for some union employees per contract). 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’s 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) accrued and unused 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 by full-time employees under the schedule set forth below and must be taken during the year; except as set forth in the Agreement between the Town and CSEA, Local 1000 AFSCME, AFL-CIO, 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

**7. 2024 RESOLUTION NO. 7-2024: JUSTICES.**

Motion \_\_\_\_\_

Second \_\_\_\_\_

It is RESOLVED the Town consents to temporary assignment of Town 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.

**8. 2024 RESOLUTION NO. 8-2024: APPOINTMENTS.**

Motion \_\_\_\_\_

Second \_\_\_\_\_

It is RESOLVED the following appointments are approved:

Budget Officer/Town Controller	Mark Venuti
Attorney for the Town	Jeffrey Graff
Chairman-Planning Board	Eric Reuscher
Chairman-Zoning Board	John Wilson
Assessor	Vincent Fischer
Clerk to the Assessor	Shelly Marquart
Code Enforcement Officer	Floyd Kofahl
Code Enforcement Officer Assistant	Amy Naegele
Deputy Highway Superintendent	Dan Mahoney
Water & Sewer Superintendent	Howard Bailey
Water & Sewer Assistant	Jeffery Ilacqua
Water & Sewer Maintenance	Steve Augustine & Shaun Kunes
Water & Sewer Clerk	Shelly Marquart
Occupational Safety Officer	Eric Reuscher
Secretary-Planning & Zoning	Amy Naegele
Justice Court Clerk	Barbara Kindel
Justice Court Clerk	Donna Baxter
Registrar	Lorrie S. Naegele
Town Historians	Barbara Lamb & Rob Poole
Cleaning Service	Shelly Marquart and Eric Reuscher
Bookkeeper & Supervisor's Assistant	Eric Reuscher
Ontario County All Hazard Mitigation Representative	Floyd Kofahl
Emergency Planning Program Coordinator	Floyd Kofahl
Flood Plane Administrator	Floyd Kofahl
Fair Housing Officer	Mark Venuti
Americans with Disabilities Act Coordinator	Mark Venuti
Deputy Supervisor	Robert McCarthy

**9. 2024 RESOLUTION NO. 9-2024: SALARIES and RATES:**

Motion \_\_\_\_\_

Second \_\_\_\_\_.

It is RESOLVED the following salaries and rates are approved:

	Annual (A)	Hourly (H)
Councilpersons 4@	\$ 5,535.75 (A)	
Justices 2@	\$ 18,290.00 (A)	
Supervisor	\$ 24,928.00 (A)	
Deputy Supervisor	\$ 1,200.00 (A)	
Budget Officer	\$ 3,000.00 (A)	
Assessor	\$ 47,439.00(A)	
Clerk to the Assessor	\$ 23.27 (H)	
Town Clerk/Tax Collector	\$ 52,164.00 (A)	
Attorney for the Town	\$ 150.00 (H)	(\$195.00 for third party payors)
Deputy Town Clerk	\$ 19.63 (H)	
Code Enforcement Officer	\$ 76,315.00 (A)	
Code Enforcement Officer Assistant	\$ 16.74 (H)	
Climate Smart Coordinator	\$ 15.53 (H)	
Registrar	\$ 1,500.00 (A)	
Highway Superintendent	\$ 87,054.00 (A)	
Deputy Highway Superintendent	\$ 2,200.00 (A)	
Highway Laborer	\$ 31.38 (H)	
Occupational Safety Officer	\$ 1,600.00 (A)	
Transfer Station Attendant	\$ 21.47 (H)	
Water & Sewer Superintendent	\$ 90,442.00 (A)	
Water & Sewer Assistant	\$ 80,258.00 (A)	
Water & Sewer Maintenance	\$ 77,589.00 (A)	

Water & Sewer Clerk	\$ 23.27 (H)
Water & Sewer Laborer	\$ 29.90 (H)
Bookkeeper to the Supervisor	\$ 42,886.00 (A)
Court Clerk	\$ 19.63 (H)
Part-time typist	\$ 15.00 (H)
Secretary-Planning & Zoning Boards	\$ 45.00 (per meeting)
Cleaning Services	\$ 7,35900 (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

**10. 2024 RESOLUTION NO. 10-2023: 2024 Depository for the Town Clerk/Tax Collector:**

Motion \_\_\_\_\_ Second \_\_\_\_\_

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

**11. 2024 RESOLUTION NO. 11-2024: 2024 Depository for the Town of Geneva:**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED that Wayne Bank, d/b/a Bank of the Finger Lakes, and New York Cooperative Liquid Assets Securities System, d/b/a NYCLASS, will or may act as depositories for the Town of Geneva.

**12. 2024 RESOLUTION NO. 12-2024: 2024 INVESTMENT POLICY:**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the attached Town Investment Policy is approved.

**13. 2024 RESOLUTION NO. 13-2024: 2024 PROCUREMENT POLICY:**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the attached Town Procurement Policy is approved.

**14. 2024 RESOLUTION NO. 14-2024: Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, and Parks and Recreation Committee appointments.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the following appointments are made to the Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, and Parks and Recreation Committee for calendar year 2024, and the supervisor, in consultation with the committee chair (appointed by the supervisor and noted below by an asterisk), may make additional appointments to any committee during the year (meetings are open to the public):

Parks & Recreation Committee

\*Gordy Baxter Eric Keller  
 Dean Askin Jim Vedora  
 Jim Hogan Karen Miltner  
 Jeff Dunham John Vaughn  
 Curt Carter Sophie Riskie  
 Jacob Fox

Kashong Conservation Area Committee

\*Mitch Wilber Keith Waldron  
 Nina McCarthy Connie Vangordon  
 Elizabeth Newell  
 Bruce Reisch  
 Kristen Brubaker  
 Jim Engel

Sustainability Committee

\*Jennifer Grant Lisa Magguilli  
 Vinny Aliperti Allison Waldron  
 Surya Guduru Darrin Magee  
 Jacob Fox Mark Venuti

Economic Development Committee

\*Bob McCarthy Kim Aliperti  
Sophie Elkin Ed Smaldone  
Paul Schroeder Susan Pliner  
Steve High Eric Heieck  
Floyd Kofahl

Communication Committee

\*Kim Aliperti Karen Miltner  
Mark Venuti Amy Naegele  
Kaitlin Fello

**15. 2024 RESOLUTION NO. 15-2024: Rules of Order.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

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

**16. 2024 RESOLUTION NO. 16-2024: Delegation of Authority.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the Code Enforcement Officer of the Town is authorized to review, approve, issue permits, grant variances and conduct enforcement activities under Chapter 75 of the Town Code as provided in section 75-19. Appeals under section 75-16 shall be to the Zoning Board of Appeals.

**17. 2024 RESOLUTION NO. 17-2024: Board of Ethics.**

Motion \_\_\_\_\_ Second \_\_\_\_\_

It is RESOLVED the following people are appointed members of the Board of Ethics of the Town of Geneva: Mark Venuti, Melissa Nault and Jeffrey Dunham.

**18. MOTION TO ADJOURN:**

Motion \_\_\_\_\_ Second \_\_\_\_\_