

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 4 -2022**

It is RESOLVED that eligible mileage reimbursement shall be at the rate of \$0.58.5 per mile, the federal business rate for 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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

5. 2022 RESOLUTION NO. 5-2022: 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 -2022**

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

6. 2022 RESOLUTION NO. 6-2022: HOLIDAY, SICK LEAVE & VACATION POLICY: 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. 6 -2022**

RESOLVED that the following shall be paid holidays for full time employees: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, June 19th Juneteenth 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 (120 days for 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 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.

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

7. 2022 RESOLUTION NO. 7-2021: JUSTICES: Motion to approve made by Councilmember Aliperti, second by Councilmember Wilber. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 7 -2022**

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

8. 2022 RESOLUTION NO. 8-2021: APPOINTMENTS: Motion to approve made by Councilmember Aliperti, second by Councilmember Wilber. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 8 -2022**

It is RESOLVED that the following appointments are approved:

Budget Officer/Town Controller	Mark Venuti
Deputy Supervisor	Robert McCarthy
Attorney for the Town	Jeffrey Graff
Chairman-Planning Board	Mary Ann Bell
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	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	Barbara Kindel
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
Fair Housing Officer and Section 3 Coordinator	Mark Venuti
Americans with Disabilities Act Coordinator	Mark Venuti

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

9. 2022 RESOLUTION NO. 9-2022: SALARIES: Motion to approve made by Councilmember McCarthy, second by Councilmember Aliperti. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 9-2022**

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

	Annual (A)	Hourly (H)
Councilpersons 4 @		\$ 5,218.00 (A)
Justices 2 @		\$ 17,240.00 (A)
Supervisor		\$ 23,498.00 (A)
Deputy Supervisor		\$ 1,200.00 (A)
Budget Officer		\$ 3,000.00 (A)
Assessor		\$ 43,028.00 (A)
Clerk to the Assessor		\$ 21.93 (H)
Town Clerk/Tax Collector		\$ 48,468.00 (A)
Attorney for the Town		\$ 150.00 (H)
Deputy Town Clerk		\$ 18.51 (H)

Code Enforcement Officer	\$ 71,936.00 (A)
Code Enforcement Officer Assistant	\$ 15.77 (H)
Climate Smart Coordinator	\$ 15.00 (H)
Registrar	\$ 1,500.00 (A)
Highway Superintendent	\$ 82,059.00 (A)
Deputy Highway Superintendent	\$ 2,200.00 (A)
Occupational Safety Officer	\$ 1,592.00 (A)
Transfer Station Attendant	\$ 20.73 (H)
Water & Sewer Superintendent	\$ 85,253.00 (A)
Water & Sewer Assistant	\$ 75,653.00 (A)
Water & Sewer Maintenance	\$ 73,137.00 (A)
Water & Sewer Clerk	\$ 21.93 (H)
Bookkeeper to the Supervisor	\$ 39,463.00 (A)
Court Clerk	\$ 18.51 (H)
Part-time typist	\$ 15.00 (H)
Secretary-Planning & Zoning Boards	\$ 45.00 (per meeting)
Cleaning Services	\$ 6,970.00

• 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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele
Lorrie S. Naegele, Town Clerk

10. 2022 RESOLUTION NO. 10-2022: 2022 Depository for the Town Clerk/Tax Collector: Motion to approve made by Councilmember Wilber, second by Councilmember Dunham. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 10-2022**

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele
Lorrie S. Naegele, Town Clerk

11. 2022 RESOLUTION NO. 11-2022: 2022 Depository for the Town of Geneva: 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. 11 -2022**

It is RESOLVED that Wayne Bank, d/b/a 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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele
Lorrie S. Naegele, Town Clerk

12. **2022 RESOLUTION NO. 12-2022:** 2022 INVESTMENT POLICY: 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. 12 -2022**

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

13. **2022 RESOLUTION NO. 13-2022:** 2022 PROCUREMENT POLICY: Motion to approve made by Councilmember Aliperti second by Councilmember Wilber. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 13 -2022**

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

14. **2022 RESOLUTION NO. 14-2022:** Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Parks and Recreation Committee/Friends of the Geneva Bike Park appointments: 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. 14 -2022**

It is RESOLVED the following appointments are made to the Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Parks and Recreation Committee appointments: It is RESOLVED the following appointments are made to the Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Parks and Recreation Committee/Friends of the Geneva Bike Park for calendar year 2022, and the supervisor, in consultation with the committee chair (appointed by the supervisor) , may make additional appointments to any committee during the year:

Parks & Recreation Committee
Friends of the Geneva Bike Park

Mark Venuti Charlie Bracko
Jim Hogan Bernie Peck
Jeff Dunham John Vaughn
Curt Carter
Jacob Fox
Eric Keller

Kashong Conservation Area Committee

Mark Palmieri
Jay VanHouten
Elizabeth Newell
Keith Waldron
Kristen Brubaker
Jim Engel
Barb Halfman

Sustainability Committee

Jennifer Grant
Vinny Aliperti
Sarah Meyer
Jacob Fox
Mark Palmieri
Mark Venuti
Darrin McGee

Economic Development Committee

Bob McCarthy Kim Aliperti
Sophie Elkin Ed Smaldone
Mark Venuti Susan Pliner
Steve High
Floyd Kofahl
Paul Schroeder

Communication Committee

Kim Aliperti Karen Miltner
Mark Venuti Daniel Roman
Kristen DeVaney Kaitlin Fello
Melissa Nault
Amy Naegele
Joan Leonard

Ag. Enhancement Committee

Mitch Wilber Jim Capron
Mark Venuti Ron DeBoover
Bob McCarthy Martha DeBoover
Hugh Price Beth Kinne
Ken Livermore
Gary Harman

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

15. **2022 RESOLUTION NO. 15-2022:** Rules of Order. Motion to approve made by Councilmember Wilber, second by Councilmember Aliperti. Unanimously approved.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 15 -2022**

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.
15. Members of the public who address the Town Board during periods of public comment shall limit their remarks to five minutes unless permission for a longer period is given by the Supervisor or Town Board. Persons addressing the Town Board shall be respectful and courteous to members of the Town Board, others attending the meeting, and anyone they refer to, and avoid person attacks. The Supervisor is authorized to direct anyone violating this rule to cease, and, if they persist, to direct them to leave the meeting.

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 11, 2022. Unanimously approved.

Date: January 11, 2022

Lorrie S. Naegele

Lorrie S. Naegele, Town Clerk

16. MOTION TO ADJOURN: Motion to adjourn made by Councilmember Dunham, second by Councilmember McCarthy. Unanimously approved. Time: 6:07 P.M.

Respectfully Submitted, Lorrie S, Naegele Town Clerk

**TOWN OF GENEVA
2022**

INVESTMENT POLICY

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- * to conform with all applicable federal, state and other legal requirements (legal);
- * to adequately safeguard principal (safety);
- * to provide sufficient liquidity to meet all operating requirements (liquidity); and
- * to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the chief fiscal officer and other officers having custody of money who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporation description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Geneva to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Geneva to diversify its deposits and investments by financial institution, by investment instruments, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Geneva for all moneys collected by an officer or employee of the government to transfer those funds to the chief fiscal officer within 30 days of deposit, or within the time period specified in law, whichever is shorter.

The chief fiscal officer and other officers having custody of money is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

Depository Name	Maximum Amount	Officer
Bank of the Finger Lakes	\$ 5,000,000	Supervisor
Five Star Bank	\$ 100,000	Town Clerk
Five Star Bank	\$ 3,000,000	Tax Collector
Lyons National Bank	\$ 2,000,000	Supervisor

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Town of Geneva, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least on nationally recognized statistical rating organizations or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities will be delivered in a form suitable for transfer or with an assignment in blank to the Town of Geneva or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Town of Geneva authorizes the chief fiscal officer and other officers having custody of money to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL Sections 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Geneva;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML Section 109-b;
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Geneva within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations redeemable at the option of the Town of Geneva within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Geneva shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Geneva. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The chief fiscal officer and other officers having custody of money is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The chief fiscal officer and other officers having custody of money is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the office authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Geneva by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions'

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

**TOWN OF GENEVA
2022**

PROCUREMENT POLICY

WHEREAS, Section 104-B of the General Municipal Law requires the governing body of every municipality to adopt a Procurement Policy for all goods and services which are now required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers involved in the procurement process,

NOW THEREFORE BE IT RESOLVED, that the Town of Geneva does hereby adopt the following Procurement Policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE TOWN OF GENEVA

1. Every purchase to be made must be initially reviewed to determine whether it is a Purchase Contract or a Public Works Contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: Purchase Contracts under \$20,000 and Public Works Contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County Contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-B of the State Finance Law; goods purchased from Correctional Institutions pursuant to Section 186 of the Correction Law; purchases under State Contracts pursuant to Section 104 of the General Municipal Law; purchases under County Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to Subdivision 6 of this Policy.

3. The following method of purchase will be used when required by this Policy in order to achieve the highest savings:

ESTIMATED AMOUNTS OF PURCHASE CONTRACT

METHOD

Less than \$3,000

Left to discretion of Dept. Head

\$3,000 - \$9,999

1 written plus 2 verbal quotations

\$10,000 - \$19,999

2 written quotations or written request for proposal

ESTIMATED AMOUNTS OF WORKS CONTRACTS

METHOD

Less than \$5,000

Left to discretion of Dept. Head

\$5,000 - \$19,999

1 written plus 2 verbal quotations

\$20,000 - \$34,999

2 written quotations or written request for proposals

Purchases in excess of the amounts stated above as "Left to discretion of Dept. Head" must be approved by the Town Board.

Written quotations and other written requirements may be satisfied by delivery by fax or email or other means that create a written record the recipient can print or save electronically.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the purchaser.

6. Pursuant to General Municipal Law Section 104-B (2) (F), the Procurement Policy may contain circumstances when, or types of procurement for which, in the sole discretion of the Governing Body, the solicitation of alternative proposals or quotations will not be in the best interest of the Municipality. In the following circumstances it may not be in the best interests of the Town of Geneva to solicit quotations or document the basis for not accepting the lowest bid:

A) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedure.

In determining whether a service fits into this category, the Town of Geneva shall take into consideration the following guidelines:

- a.) Whether the services are subject to state licensing or testing requirements.
- b.) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.
- c.) Whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physiographer; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing,

editing or art work; management of municipally owned property; and computer software of programming services for customized programs or services involved in substantial modification and customizing of pre-packaged software.

B) Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This Section does not preclude alternate proposals if time permits.

C) Purchase of surplus and second-hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

D) Purchases and Public Works contracts under \$3,000.00 and \$5,000.00, respectively. The time and documentation required to purchase through this Policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimum contracts would be awarded on favoritism.

7. Section 3 Business Participation in Procurement and Contracting: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Town will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The Town's established purchase/contracting thresholds will apply. The Town will keep documentation of Section 3 solicitation and any responses in its records.

Minority- and Women-Owned Business Enterprise (M/WBE) Business Participation in Procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the Town will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs, or by working with a clearinghouse such as the Syracuse Minority Business Development Center. The Town's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Town will keep documentation of M/WBE solicitation and any responses in its records.

8. This Policy shall be reviewed annually.