

**AGENDA
TOWN OF GENEVA
ORGANIZATIONAL MEETING
JANUARY 12, 2021**

Join Zoom Meeting
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CALL TO ORDER: The 2021 Organizational Meeting of the Town Board. Pledge of allegiance/Opening – Councilmember Dunham

1. RESOLUTION NO. 1-2021: Meeting Schedule: 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 public, Town Board members and Department heads, with the formal agenda beginning at 6:00 P.M., on the second Tuesday of each month, February 2021 through January 2022.

Motion _____ Second _____

2. RESOLUTION NO. 2-2021: COUNTY PURCHASING: 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.

Motion _____ Second _____

3. RESOLUTION NO. 3-2021: OFFICIAL NEWSPAPER: It is RESOLVED the Finger Lakes Times is designated as the official newspaper of the Town of Geneva.

Motion _____ Second _____

4. RESOLUTION NO. 4-2021: MILEAGE REIMBURSEMENT: It is RESOLVED that eligible mileage reimbursement shall be at the rate of \$0.56 per mile, the federal business rate for 2021.

Motion _____ Second _____

5. RESOLUTION NO. 5-2021: PETTY CASH FUNDS: 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

Motion _____ Second _____

6. RESOLUTION NO. 6-2021: HOLIDAY, SICK LEAVE & VACATION POLICY: 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, 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 unused 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.

Motion _____ Second _____

7. RESOLUTION NO. 7-2021: JUSTICES: 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.

Motion _____ Second _____

8. RESOLUTION NO. 8-2021: APPOINTMENTS: It is RESOLVED that the following appointments are approved:

Motion _____ Second _____

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
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	Mark Venuti
Americans with Disabilities Act Coordinator	Mark Venuti

9. RESOLUTION NO. 9-2021: 2021 SALARIES: Motion to approve the following salaries and rates. Motion to approve made by

Councilmember _____, second by Councilmember _____.

**TOWN OF GENEVA, NEW YORK
 RESOLUTION OF THE TOWN BOARD
 RESOLUTION NO. 9-2021**

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

	Annual (A)	Hourly (H)
Councilpersons 4@		\$ 5,090.00 (A)
Justices 2@		\$ 16,820.00 (A)
Supervisor		\$ 22,925.00 (A)
Deputy Supervisor		\$ 1,200.00 (A)
Budget Officer		\$ 3,000.00 (A)
Assessor		\$ 41,979.00 (A)
Clerk to the Assessor		\$ 21.39 (H)
Town Clerk/Tax Collector		\$ 46,700.00 (A)
Attorney for the Town		\$ 150.00 (H)
Deputy Town Clerk		\$ 18.05 (H)
Code Enforcement Officer		\$ 70,181.00 (A)
Code Enforcement Officer Assistant		\$ 15.38 (H)
Climate Smart Coordinator		\$ 15.00 (H)
Registrar		\$ 1,130.00 (A)
Highway Superintendent		\$ 80,058.00 (A)
Deputy Highway Superintendent		\$ 2,200.00 (A)
Highway Equipment Operator		\$ 29.86 (H)
Occupational Safety Officer		\$ 1,592.00 (A)

Transfer Station Attendant	\$ 20.22 (H)
Water & Sewer Superintendent	\$ 83,174.00 (A)
Water & Sewer Assistant	\$ 73,807.00 (A)
Water & Sewer Maintenance	\$ 71,353.00 (A)
Water & Sewer Laborer	\$ 29.86 (H)
Water & Sewer Clerk	\$ 21.39 (H)
Bookkeeper to the Supervisor	\$ 38,500.00 (A)
Court Clerk	\$ 17.61 (H)
Part-time typist	\$ 15.00 (H)
Secretary-Planning & Zoning Boards	\$ 45.00 (per meeting)
Cleaning Services	\$ 6,970.00 (A)

• All salaries and pay 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 and Alternate Member	\$ 45.00
Liaison to Ont. County Planning Board	\$ 45.00
Zoning Board Chairman	\$ 55.00
Zoning Board Member and Alternate Member	\$ 45.00

Payment to be made bi-monthly

Motion _____ Second _____

10. RESOLUTION NO. 10-2021: 2021 Depository for the Town Clerk/Tax Collector: It is RESOLVED that Five Star Bank will act as depository for the Geneva Town Clerk/Tax Collector.

Motion _____ Second _____

11. RESOLUTION NO. 11-2021: 2021 Depository for the Town of Geneva: It is RESOLVED that Wayne Bank, d/b/a Bank of the Finger Lakes, will act as depository for the Town of Geneva.

Motion _____ Second _____

12. RESOLUTION NO. 12-2021: 2021 INVESTMENT POLICY: It is RESOLVED the attached Town Investment Policy is approved.

Motion _____ Second _____

13. RESOLUTION NO. 13-2021: 2021 PROCUREMENT POLICY: It is RESOLVED the attached Town Procurement Policy is approved.

Motion _____ Second _____

14. RESOLUTION NO. 14-2021: 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 2021, and the supervisor, in consultation with the committee chair, may make additional appointments to any committee during the year:

Parks & Recreation Committee
Friends of the Geneva Bike Park
 Mark Venuti
 Jim Hogan
 Jeff Dunham
 Curt Carter
 Jacob Fox
 Eric Keller
 John Vaughn
 Charlie Bracko
 Bernie Peck

Kashong Conservation Area Committee
 Mark Palmieri
 Jay Van Houten
 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
Sophie Elkin
Mark Venuti
Steve High
Floyd Kofahl
Paul Schroeder
Kim Aliperti
Ed Smaldone

Communication Committee

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

Ag. Enhancement Committee

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

Motion _____

Second _____

15. RESOLUTION NO. 15-2021: Rules of Order. It is RESOLVED the attached Rules of Order of the Town Board of the Town of Geneva are approved.

Motion _____

Second _____

16. MOTION TO ADJOURN:

Motion _____

Second _____