

**AGENDA
TOWN OF GENEVA
ORGANIZATIONAL MEETING
JANUARY 14, 2025**

CALL TO ORDER: The 2025 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 that promote the best interests of the Town.

1. RESOLUTION NO. 1-2025: 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 2025 through January 2026. 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. RESOLUTION NO. 2-2025: 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. RESOLUTION NO. 3-2025: OFFICIAL NEWSPAPER.

Motion _____ Second _____

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

4. RESOLUTION NO. 4-2025: MILEAGE REIMBURSEMENT.

Motion _____ Second _____

It is RESOLVED that eligible mileage reimbursement shall be at the federal rate of \$0.70 per mile.

5. RESOLUTION NO. 5-2025: 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. RESOLUTION NO. 6-2025: 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.

7. RESOLUTION NO. 7-2025: APPOINTMENTS.

Motion _____ Second _____

It is RESOLVED the following appointments are approved:

Stipend/Pay Above Regular - Annual

Budget Officer/Town Comptroller	Mark Venuti	\$3000
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	\$3000
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	\$1600
Secretary-Planning & Zoning	Amy Naegele	
Justice Court Clerk	Barbara Kindel	
Justice Court Clerk	Donna Baxter	
Registrar	Lorie Peck	\$1500
Deputy Registrar	Shelly Marquart	
Sub-Registrar	Susan Hennessy	
Town Historian	Rob Poole	
Cleaning Service	Shelly Marquart and Eric Reuscher	
Bookkeeper & Supervisor's Assistant	Eric Reuscher	
Ontario County Hazard Mitigation Representative	Floyd Kofahl	
Emergency Planning Program Coordinator	Floyd Kofahl	
Flood Plain Administrator	Floyd Kofahl	
Fair Housing Officer	Mark Venuti	
Americans with Disabilities Act Coordinator	Mark Venuti	
Deputy Supervisor	Robert McCarthy	\$1200
Climate Smart & Sustainability Coordinator	Jacob Fox	\$1500

8. RESOLUTION NO. 8-2025: 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.

9. RESOLUTION NO. 9-2025: Depository for the Town of Geneva:

Motion _____ Second _____

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

10. RESOLUTION NO. 10-2025: INVESTMENT POLICY:

Motion _____ Second _____

It is RESOLVED the attached Town Investment Policy is approved.

11. RESOLUTION NO. 11-2025: PROCUREMENT POLICY:

Motion _____ Second _____

It is RESOLVED the attached Town Procurement Policy is approved.

12. RESOLUTION NO. 12-2025: TOWN STANDING COMMITTEES:

Motion _____ Second _____

It is RESOLVED the Town will have the following standing committees and chairpersons:

- Kashong Conservation Area Committee, Mitch Wilber
- Sustainability Committee, Jennifer Grant
- Economic Development Committee, Bob McCarthy
- Communication Committee, Kim Aliperti
- Parks and Recreation Committee, Gordy Baxter

It is further RESOLVED: Committee chairs are appointed by the supervisor and will appoint members to their committees as they decide throughout the year; all committee meetings must be open to the public, and meeting times and places must be publicized on the Town's web site, facebook page and notice board, and sent to the Finger Lakes Times.

13. RESOLUTION NO. 13-2025: 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.

14. RESOLUTION NO. 14-2025: 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.

15. RESOLUTION NO. 15-2025: 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.

16. MOTION TO ADJOURN:

Motion _____ Second _____