

**TOWN BOARD AGENDA
TOWN OF GENEVA
ORGANIZATIONAL MEETING
JANUARY 8, 2019**

CALL TO ORDER: The 2019 Organizational Meeting of the Town Board. Pledge of allegiance/Opening – Councilmember Palmieri.

1. 2019 RESOLUTION NO. 1-2019: 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 Town Board and Department heads, with the formal agenda beginning at 6:00 P.M., on the second Tuesday of each month, February 2019 through January 2020.

Motion _____ Second _____

2. 2019 RESOLUTION NO. 2-2019: 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. 2019 RESOLUTION NO. 3-2019: OFFICIAL NEWSPAPER: It is RESOLVED the Finger Lakes Times is designated as the official newspaper of the Town of Geneva.

Motion _____ Second _____

4. 2019 RESOLUTION NO. 4-2019: MILEAGE REIMBURSEMENT: It is RESOLVED that eligible mileage reimbursement shall be at the rate of \$0.58. per mile, the federal business rate for 2019.

Motion _____ Second _____

5. 2019 RESOLUTION NO. 5-2019: 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. 2019 RESOLUTION NO. 6-2019: 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, 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 (30 days for employees hired on or after 1/1/2016) 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.

Motion _____ Second _____

7. 2019 RESOLUTION NO. 7-2019: 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. 2019 RESOLUTION NO. 8-2019: APPOINTMENTS: It is RESOLVED that the following appointments are approved:

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
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	Howard Jeannette
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

Motion _____ Second _____

9. 2019 RESOLUTION NO. 9-2019: SALARIES: It is RESOLVED, that the following salaries and rates are approved:

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 9-2019**

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

	Annual (A)	Hourly (H)	
Councilman 4@			\$ 4,822.00 (A)
Justice Liberatore			\$ 15,932.00 (A)
Justice Passalacqua			\$ 14,654.00 (A)
Supervisor			\$ 22,257.00 (A)
Deputy Supervisor			\$ 1,200.00 (A)
Budget Officer			\$ 3,000.00 (A)
Assessor			\$ 39,761.80 (A)
Clerk to the Assessor			\$ 20.25 (H)
Town Clerk/Tax Collector			\$ 44,234.00 (A)
Attorney for the Town			\$ 150.00 (H)
Deputy Town Clerk			\$ 17.10 (H)
Code Enforcement Officer			\$ 66,475.00 (A)
Registrar			\$ 1,070.00 (A)
Highway Superintendent			\$ 75,073.00 (A)
Deputy Highway Superintendent			\$ 2,200.00 (A)
Highway Equipment Operator			\$ 27.50 (H)
Occupational Safety Officer			\$ 1,471.00 (A)
Transfer Station Attendant			\$ 19.16 (H)
Water & Sewer Superintendent			\$ 76,840.00 (A)
Water & Sewer Assistant			\$ 68,939.00 (A)
Water & Sewer Maintenance			\$ 67,585.00 (A)
Water & Sewer Laborer			\$ 27.50 (H)
Water & Sewer Clerk			\$ 20.25 (H)
Bookkeeper to the Supervisor			\$ 19.38 (H)
Court Clerk			\$ 17.10 (H)
Part-time typist or assistant			\$ 15.00 (H)
Secretary-Planning & Zoning Boards			\$ 45.00 (per meeting)
Cleaning Services			\$ 6,800.00 (A)

• All salaries will be paid bi-weekly.

Board of Assessment Review-Chairman	\$ 18.85 (H)
Board of Assessment 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

Motion _____ Second _____

10. 2019 RESOLUTION NO. 10-2019: 2019 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. 2019 RESOLUTION NO. 11-2019: 2019 Depository for the Town of Geneva: It is RESOLVED that Bank of the Finger Lakes and Lyons National Bank will act as depositories for the Town of Geneva.

Motion _____ Second _____

12. 2019 RESOLUTION NO. 12-2019: 2019 INVESTMENT POLICY: It is RESOLVED the attached Town Investment Policy is approved.

Motion _____ Second _____

13. 2019 RESOLUTION NO. 13-2019: 2019 PROCUREMENT POLICY: It is RESOLVED the attached Town Procurement Policy is approved.

Motion _____ Second _____

14. 2019 RESOLUTION NO. 14-2019: Comprehensive Plan Committee, Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Town Hall Park Committee appointments: It is RESOLVED the following appointments are made to the Town Comprehensive Plan Committee, Kashong Conservation Area Committee, Sustainability Committee, Economic Development Committee, Communication Committee, Agricultural Enhancement Committee, and Town Hall Park Committee for calendar year 2019, and the supervisor, in consultation with the committee chair, may make additional appointments to any committee during the year:

Comprehensive Plan Committee

Mark Venuti Tom Bonacci
 Melissa Nault Hugh Price
 Mark Palmieri Mitch Wilber
 Jeff Dunham Sophie Elkin
 Bob McCarthy Jim Smith
 Kim Aliperti Ryan Wallace
 Mary Ann Bell Floyd Kofahl

Kashong Conservation Area Committee

Mark Palmieri
 Jay Van Houten
 Elizabeth Newell
 Keith Waldron
 Kristen Brubaker
 Jim Engel

Sustainability Committee

Mark Palmieri
 Vinny Aliperti
 Donald Addona
 Ken Steadman
 Jennifer Grant
 Jim Kreuger
 Darrin McGee
 Jacob Fox & Mark Venuti

Economic Development Committee

Bob McCarthy
 Sophie Elkin
 Mark Venuti
 Steve High
 Floyd Kofahl
 Paul Schroeder
 Kim Aliperti

Communication Committee

Jeff Dunham
 Mark Venuti
 Jean Shutter
 Melissa Nault
 Beverly Young
 Jen Harris
 Kim Aliperti

Ag. Enhancement Committee

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

Town Hall Park Committee

Mark Venuti

Jim Hogan

Beverly Young

Bernie Peck

Charlie Bracko

Bill Whitwell

Jim Vedora

Motion _____ Second _____

15. 2019 RESOLUTION NO. 15-2019: 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 _____