

Organizational Meeting

Geneva Town Board
3750 County Road #6
Geneva, NY 14456

DRAFT

January 5, 2010

PRESENT: Supervisor Mary E. Luckern
Councilman Anthony Capozzi
Councilman Richard Larsen
Councilman Patrick Riley
Councilman George Smith
Attorney for the Town Jeff Graff

Recording Secretary: Lorrie S. Naegele, Geneva Town Clerk
The actions described below are not necessarily listed in order of occurrence.

Others Present: Judge Walter Gage; William McAdoo, Code Enforcement Officer; David Achilles, Highway Superintendent; Charlie Bracko, Water & Sewer Superintendent; Howard Bailey, Water/Sewer Assistant; Thirty residents and Craig Fox, Reporter for the Finger Lakes Times.

OATH OF OFFICE: Supervisor Mary Luckern, Town Clerk Lorrie S. Naegele, Councilman Patrick Riley, Councilman George Smith, Highway Superintendent David Achilles and Tax Collector Helen Garlick, stood before the Town Board and residents to take the oath of office that was administered by Judge Walter Gage.

1) CALL TO ORDER: The meeting was called to order at 6:10 p.m. by Supervisor Luckern. The meeting was opened with the Pledge of Allegiance.

2) TOWN DUES: (ADDENDUM #1) RESOLVED, that the Association of Towns be paid a sum of \$1,100.00 for the 2010 annual dues.

Motion made by Councilman Capozzi, second by Councilman Larsen to pay dues.

Discussion: None

Motion unanimously approved.

3) MEETING SCHEDULE: RESOLVED, that the first meeting for January 2010 will be held at 6:00 p.m. on Tuesday, January 5th 2010. With the administering of the oath of office to the newly elected and reelected officers, followed by the Organizational Meeting and then the Regular Town Board Meeting.

FURTHER RESOLVED, the regular meetings of the Town Board shall be convened at Town Hall at 7:00 p.m. on the second Tuesday of each month, February through December 2010.

Motion made by Councilman Capozzi, second by Councilman Larsen to approve the above schedule.

Discussion: None

Motion unanimously approved.

4) COUNTY PURCHASING: Resolution of intent to use the County Purchasing Department for cooperative purchasing of equipment, supplies and services where there is state bid or shared bids.

Motion made by Councilman Larsen, second by Councilman Riley to approve the resolution of intent.

Discussion: None

Motion unanimously approved.

5) OFFICIAL NEWSPAPER: RESOLVED, that the Finger Lakes Times is designated as the official newspaper for the Town of Geneva.

Motion made by Councilman Riley, second by Councilman Larsen.

Discussion: None

Motion unanimously approved.

6) MILEAGE REIMBURSEMENT: RESOLVED that eligible mileage reimbursement shall be at the rate of \$.50 cents per mile.

Motion made by Councilman Capozzi, second by Councilman Larsen.

Discussion: None

Motion unanimously approved.

7) PETTY CASH FUNDS: RESOLVED, that the Geneva Town Board authorize the Petty Cash funds shall be maintained in the following amounts: Justice-\$75.00, Town Clerk-\$200.00, Highway Department-\$100.00 and Receptionists-\$200.00.

Motion to amend the judges petty cash amount from \$75.00 to \$150.00 made by Councilman Capozzi, second by Councilman Larsen.

RESOLVED, that the Geneva Town Board authorize the Petty Cash funds shall be maintained in the following amounts: Justice-\$150.00, Town Clerk-\$200.00, Highway Department-\$100.00 and Receptionists-\$200.00.

Motion made by Councilman Capozzi, second by Councilman Larsen.

Discussion: Councilman Larsen asked the Board to approve \$150.00 for the Justices so each judge would have \$75.00 each to keep the bookkeeping easier.

Motion to approve made by Councilman Capozzi, second by Councilman Larsen.

Motion unanimously approved.

8) HOLIDAY & VACATION POLICY: Motion made by Councilman Larsen, second by Councilman Capozzi.

RESOLVED that the following shall be paid holidays for full time employees: New Years Day, Martin Luther King Day, Good Friday, Memorial Day, July 4th, Labor Day, Election Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, Christmas Day falls on a Saturday so the paid holiday will be Monday December 27, 2010, a floating holiday and Primary Day when the Town of Geneva has a Primary in the Town the Town Hall be closed and

RESOLVED that the following shall be a paid holiday for all non-union employees: Election Day and

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 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.

NOW, THEREFORE, BE IT RESOLVED, that the present vacation policy for full time employees be continued and vacation time be used in the year accumulated. Vacations will be as follows:

1-9 years of service	2 weeks
10-14 years of service	3 weeks
15-19 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.

Discussion: Supervisor Luckern stated that because Christmas falls on a Saturday in the year 2010 the paid holiday would be Monday December 27, 2010. Councilman Larsen asked that when the Town of Geneva has a Primary in the Town that the Town Hall be closed.

VOTE:

Supervisor Mary E. Luckern	<u>X</u>
Councilman Anthony Capozzi	<u>X</u>
Councilman Richard Larsen	<u>X</u>
Councilman Pat Riley	<u>X</u>
Councilman George Smith	<u>X</u>
Motion carried	

Nay

9) TEMPORARY ASSIGNMENT: RESOLVED, that consent for temporary assignment of Justices to preside in other Town or Village courts in the Seventh Judicial District.
 Motion made by Councilman Capozzi, second by Councilman Larsen.

Discussion: None
 Motion unanimously approved.

10) APPOINTMENTS: RESOLVED, that the following appointments are approved:

Budget Officer/Town Controller	Mary Luckern
Attorney for the Town	Jeff Graff
Chairman-Planning Board	Melissa Nault
Chairman-Zoning Board	John Russo
Clerk to the Assessor	Wanda High
Water & Sewer Superintendent	Charles Bracko
Water & Sewer Assistant	Howard Bailey
Water & Sewer Maintenance	Jeffery Ilacqua
Water & Sewer Clerk	Janice McGuigan
Occupational Safety Officer	Charles Bracko
Secretary-Planning & Zoning	Loraine Gianfrate
Justice Court Clerk	Howard Jeannette
Justice Court Clerk	Eileen DeLamarter
Registrar	Lorrie S. Naegele
Town Historian	Barbara Lamb
Cleaning Service	Charles Bracko

Motion made by Councilman Larsen, second by Councilman Riley.

Discussion: Councilman Larsen suggested the removal of the following appointments: Deputy Supervisor, Records Management Officer, Bookkeeper to Supervisor, Deputy Town Clerk, Registrar, Deputy Registrar and Deputy Highway Superintendent, due to the fact that they are not appointed by the Town Board. Councilman Larsen stated that the Town Clerks proposal has been around for over a year and would like to discuss it. The Town Attorney stated that the reception position could be left with no appointment at this time. Supervisor Luckern stated that the receptionist position would be removed. Councilman Larsen asked, "Does the Water & Sewer Clerk worked under the direction of the Water & Sewer Superintendent?" Supervisor Luckern stated "Yes."
 Motion unanimously approved.

11) SALARIES: RESOLVED, that the following submitted salaries are approved:

	Annual (A)	Hourly (H)	
Councilman	4@		\$ 3,999.50 (A)
Justices	2@		\$12,154.00 (A)
Supervisor			\$18,461.00 (A)
Deputy Supervisor			\$ 2,570.00 (A)
Tax Collector			\$ 4,960.00 (A)
Budget Officer			\$ 3,000.00 (A)

Assessor	\$30,000.00 (A)
Clerk to the Assessor	\$ 15.44 (H)
Town Clerk	\$28,900.00 (A)
Attorney for the Town	\$ 125.00 (H)
Deputy Town Clerk	\$ 13.03 (H)
Building Inspector	\$48,128.00 (A)
Registrar	\$ 815.00 (A)
Highway Superintendent	\$56,009.00 (A)
Deputy Highway Superintendent	\$ 1,300.00(A)
Laborer-Permanent	\$ 21.57 (H)
Laborer-Temporary (Vacant)	\$ 12.53 (H)
Highway Equipment Operator	\$ 21.57 (H)
Occupational Safety Officer	\$ 1,200.00(A)
Transfer Station Attendant	\$ 14.61 (H)
Water & Sewer Superintendent	\$57,956.00 (A)
Water & Sewer Assistant	\$51,930.00 (A)
Water & Sewer Maintenance	\$50,755.00 (A)
Water & Sewer Clerk	\$ 15.44 (H)
Bookkeeper to the Supervisor	\$ 15.44 (H)
Court Clerk	\$ 13.03 (H)
Part-time typist	\$ 13.03 (H)
Secretary-Planning & Zoning Boards	\$ 40.00 per meeting
Cleaning Services	\$ 5,920.00 (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	\$ 50.00
Planning Board Member	\$ 35.00
Zoning Board Chairman	\$ 50.00
Zoning Board Member	\$ 35.00

Payment to be made bi-monthly

Motion made by Councilman Larsen, second by Councilman Smith.

Discussion:

VOTE:

	<u>Aye</u>	<u>Nay</u>
Supervisor Mary E. Luckern	<u>X</u>	
Councilman Anthony Capozzi	<u>X</u>	
Councilman Richard Larsen	<u>X</u>	
Councilman Pat Riley	<u>X</u>	
Councilman George Smith	<u>X</u>	
Motion carried		

12) FIVE STAR BANK TO ACCEPT TAX BILLS (RESOLUTION 1-2010): Motion for the authorization for Five Star Bank at their Plaza office to act as an agent for the Town of Geneva and accept 2010 Town and County Tax Bills.

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD**

RESOLUTION NO: 1 -2010

RESOLUTION FOR THE AUTHORIZATION FOR FIVE STAR BANK, PLAZA OFFICE, TO ACT AS AN AGENT FOR THE TOWN OF GENEVA AND ACCEPT 2010 TOWN AND COUNTY TAX BILLS.

WHEREAS, the Town Board of the Town of Geneva approves Five Star Bank to act as an agent for the Town of Geneva and collect Town and County Taxes for the year 2010 during the months of January through March 31st 2010 and

WHEREAS, there will be no charge to the Town of Geneva for this service and

WHEREAS, that these monies will be deposited in the Town of Geneva Tax Collector’s checking account with no expense to the Town and the bank will notify the town the following day with an itemized listing. And be it further

RESOLVED, that the Clerk of this Board send a certified copy of this resolution to Five Star Bank and retain a copy in the official Town Records.

NOW THEREFORE BE IT RESOLVED, Councilman Riley motioned that the following resolution be adopted; which was then seconded by Councilman Capozzi. The Supervisor called the roll of the Town Board, which was done by the following results:

VOTE:	<u>Aye</u>	<u>Nay</u>
Supervisor Mary E. Luckern	<u> X </u>	
Councilman Anthony Capozzi	<u> X </u>	
Councilman Richard Larsen	<u> X </u>	
Councilman Pat Riley	<u> X </u>	
Councilman George Smith	<u> X </u>	

Dated: January 5, 2010

Lorrie S. Naegele, Town Clerk

13) 2010 DEPOSITORIES FOR THE TOWN OF GENEVA: Motion to authorize Five Star Bank and Lyons National Bank to act as depositories for the Town of Geneva.

Motion made by Councilman Riley, second by Councilman Capozzi.

Discussion: None

Motion unanimously approved.

14) 2010 INVESTMENT POLICY: (ADDENDUM #1) Resolve that the Geneva Town Board has reviewed the Investment Policy and it is not considering any amendments at this time.

Motion made by Councilman Larsen, second by Councilman Smith.

Discussion: Supervisor Luckern stated that in February Paul Wagner would meet with the Board to discuss the financial issues. Councilman Riley asked if an investment could be made without the Boards action.

Supervisor Luckern stated that they have to follow the investment guidelines and they are very strict.

Supervisor Luckern stated anything she does requires Board approval.

Motion unanimously approved.

15) 2010 PROCUREMENT POLICY:(ADDENDUM #2) Resolve that the Geneva Town Board has reviewed the Procurement Policy and it is not considering any amendments at this time.

Motion made by Councilman Larsen, second by Councilman Smith.

Discussion: None

VOTE:

Aye

Nay

Supervisor Mary E. Luckern	<u>X</u>
Councilman Anthony Capozzi	<u>X</u>
Councilman Richard Larsen	<u>X</u>
Councilman Pat Riley	<u>X</u>
Councilman George Smith	<u>X</u>
Motion carried	

Dated: January 5, 2010

Lorrie S. Naegele, Town Clerk

16) SUPERVISOR'S END OF YEAR REPORT: Supervisor's end of year report and proposed goals for the next year. By Supervisor Luckern.

REVIEW OF GOALS FOR 2009: As is Supervisor Luckern custom each January she reviews the goals of the previous years and set goals for the next year.

- 1) Finances We will continue to maintain the excellent financial status of the Town of Geneva. While we do this regularly, this is especially important in the present economic conditions.
We continued to maintain the excellent financial status of the Town of Geneva.
- 2) Drainage We need to be more specific when we are reporting drainage damage areas that we are addressing. We need to review and maintain the existing provisions for monitoring detention and retention ponds.
Finally we need to come to a decision about the Town being involved in private property. This will need our attorney's input. **We did not address this as much as we should have.**
- 3) Strategic Plan Committee (ASAP) The Town Board should continue to work with the Committee in reviewing recommendations from the Town's Comprehensive Plan. My suggestion would be to include 2 or 3 residents from any areas that are being discussed.
While this committee spent much time and effort to implement suggestions from the Comprehensive Plan, after the proposed Lake Residential District Zoning was defeated the committee became inactive.
- 4) Water District 12.
We will have to monitor the development of a modified Water District 12.
After following the correct procedures, the Town Board dissolved this district at the Town's December meeting.
- 5) Monitor the Conifer and High Acres developments.
This was done by the Town, Planning and Zoning Boards.
- 6) Monitor potential business growth
This is taking place on Routes 5 & 20.
This growth includes:
Wal-Mart expanding into a super center,

Micro Hotel and some restaurants including Bagels and Cakes
Business growth within the commercial district will help the growth of our sales tax.

We monitored the expansions of Wal-Mart, Red Jacket and the building of Micro Hotel as well as the new Bagels and Cakes.

Supervisor Mary Luckern

January 5, 2010

Date

GOALS FOR 2010

- 1) Finances – We will continue to maintain the excellent financial status of the Town of Geneva. While we do this regularly, this is especially important in the present economic conditions.
- 2) Modified Water District 12 – As of the January Town Board Meeting, procedures have been initiated for the development of this district. We need to monitor the progress of this development.
- 3) Waste Water Facility – We have initiated plans to secure funds for this facility. We need to monitor this progress by tracking our grant application and work of our engineers.
- 4) Highway Superintendent David Achilles – Planning for the future we ask Superintendent Achilles to develop a list of equipment needs and roadwork planned for the next 5 years.
- 5) Water and Sewer Superintendent Charles Bracko – Planning for the future we ask Superintendent Bracko to develop a list of equipment needs as well as other needs (example: repair of water pumps) for the next 5 years.
- 6) Information on construction of Water, Sewer and Highway buildings to be located at 3750 County Road 6 – We ask David, Charlie, Councilmen Larsen and Capozzi and Code Enforcement Officer Bill McAdoo to review sites in other Towns by April 1.
- 7) Town Hall Needs – Bill McAdoo – We ask Bill to review needs such as computer, telephone system, etc.

These goals will be reviewed each quarter.

Supervisor Mary Luckern

Date

Motion to approve the Supervisors Report made by Councilman Larsen, second by Councilman Riley.
Motion unanimously approved.

17) MOTION TO ADJOURN: Motion to adjourn was made by Councilman Larsen, second by Councilman Capozzi.

Discussion: None

Motion unanimously approved.

MEETING WAS ADJOURNED AT 6:40 P.M.
RESPECTFULLY SUBMITTED