

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

April 21, 2025 – 5:30 PM
City Hall – 2nd Floor Conference Room
47 Castle Street
Geneva, NY 14456

Presiding – Steve Valentino, Mayor

1. ROLL CALL

Present: Clr. Petropoulos, Clr. Gillotte, Clr. Grimaldi, Clr. Lavin, Clr. Brennan
Absent: Clr. Whitfield, Clr. Moracco, Clr. Pealer

2. AMENDMENT TO THE AGENDA

ACTION TAKEN by Mayor Valentino; seconded by Clr. Petropoulos

MOVED THAT the agenda be amended to include a resolution establishing a Public Hearing for the CDBG Program.

MOTION CARRIED UNANIMOUSLY

3. ORDINANCE – Second reading of an Ordinance to Establish a Transfer Station

City Manager Hendrix presented the following ordinance:

Article I. General Provisions

Section 1. Authorization

The adoption of this Ordinance is in accordance with Section 10 of New York's Municipal Home Rule Law.

Section 2. Title and Purpose

This Ordinance shall be known as Ordinance No. 4 of 2025 to amend Chapter 300 of the City Code, to establish a transfer station at the City's Resource Recovery Park. The purpose of this Ordinance is to add a new Chapter 300-10.1, entitled "Disposal of Residential Solid Waste at the Resource Recovery Park".

Section 3. Legislative Finding

The City Council hereby acknowledges that Ontario County is intending to close the Ontario County Landfill, which is the designated disposal site for all solid waste generated in the City. The City maintains a Resource Recovery Park, which is a transfer station that currently receives residential yard waste and composting, and which the City Council believes would be an appropriate location to also serve as a transfer station for residential solid waste on a limited basis. The City Council finds that permitting the limited disposal of residential solid waste would serve the health, safety, and welfare of the public.

Section 4. Validity and Severability.

If any clause, sentence, paragraph, word, section or part of this ordinance shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

Section 5. Inconsistency.

All other local laws and ordinances of the City of Geneva that are inconsistent with the provisions of this ordinance are hereby repealed provided, however, that such repeal shall only be to the extent of such inconsistency. In all other respects, this ordinance shall be in addition to such other local laws or ordinances regulating and governing the subject matter covered herein.

Section 6. Effective Date

This Ordinance will take immediate effect upon approval by resolution by the City Council for the City of Geneva.

Article II. Amendments to the City Code of the City of Geneva

A new Chapter 300-10.1, entitled "Disposal of Residential Solid Waste at the Resource Recovery Park" shall be added as follows:

300-10.1 Disposal of Residential Solid Waste at the Resource Recovery Park

- A. Notwithstanding any other provision of this Chapter, the Resource Recovery Park ("RRP") is authorized to receive residential solid waste for disposal and/or recycling, subject to the following limitations:
 - (1) The volume of waste and recyclables received shall be limited such that the RRP is an "exempt facility" as defined by the NYS Department of Environmental Conservation regulations, that is exempt from NYS permitting requirements for solid waste and recycling transfer stations.
- B. Restrictions on residency and use.
 - (1) The RRP shall only be used for the disposal of residential solid waste and residential recyclables, in addition to residential yard waste and composting.
 - (2) No person shall deposit, dump or leave thereon or cause to be deposited, dumped or left thereon any garbage, rubbish or abandoned vehicles or parts thereof or any material or substance of any kind whatsoever unless he or she shall be a resident of the City, an owner of residential real property in the City, or a resident of a municipality with which the City has entered into an intermunicipal agreement with which permits the use of the RRP.
 - (3) No access or use of the RRP shall be permitted without having first obtained an annual permit for waste disposal and/or recycling from the City Clerk's office, and a fee paid as determined by City Council in accordance with the City's fee schedule. A person seeking a permit shall provide to the City Clerk proper proof of residency or property ownership within the City (or within any municipality under agreement with the City).
 - (4) The RRP not be used for the disposal of commercial solid waste, or construction and demolition debris.
 - (5) All licenses are nontransferable and nonrefundable.
- C. RRP rules and regulations.
 - (1) Use of the RRP shall be subject to rules and regulations promulgated by the City Department of Public Works, which may be revised from time to time by the DPW as deemed necessary.
 - (2) The City reserves the right to revoke any license at any time, without reimbursement, for misuse or a violation of any rules or regulations of the RRP.

INTERMUNICIPAL AGREEMENT

Between the City of Geneva and the Town of Geneva

for the Operation of a Resource Recovery Pilot Program at the Doran Avenue Site

This **Intermunicipal Agreement** ("Agreement") is entered into on this ____ day of _____, 2025, by and between the **City of Geneva**, located in Ontario County, State of New York ("City"), and the **Town of Geneva**, located in Ontario County, State of New York ("Town").

WHEREAS, the Town of Geneva successfully and safely operates a resource recovery program for waste disposal, and the Town and City recognize the importance of expanding such programs to improve waste management practices in the region;

WHEREAS, both the City and the Town wish to collaborate on a pilot program that will accept recycling, metals, and trash at the Doran Avenue site in the City of Geneva;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

ARTICLE I: PURPOSE

The purpose of this Agreement is to establish the terms and conditions for the operation of a pilot program for resource recovery at the Doran Avenue site. This site will accept recycling, metals, and trash from both City and Town residents, who will be required to obtain permits for use.

ARTICLE II: OPERATIONAL DETAILS

Section 1. Pilot Program Operation

The Town and City will jointly operate a resource recovery program at the Doran Avenue site, which will be open during the following hours:

- **Thursdays:** 8:30 a.m. – 4:30 p.m.
- **Saturdays:** 8:30 a.m. – 4:30 p.m.

Section 2. Eligibility for Use

Both City and Town residents may utilize the site for the disposal of waste, subject to obtaining a permit as outlined in this Agreement.

Section 3. Permits

The City will be responsible for issuing permits to City residents at City Hall. Town residents will obtain permits from the Town Hall. Permits will allow access to the site for recycling, metals, and trash disposal.

Section 4. Fees

The following fees will apply to users of the program:

- **Recycling:** \$20 per vehicle, per calendar year
- **Waste Disposal:** \$75 per punch card. Each punch card will consist of 52 punches, with each punch allowing for two bags of garbage. More than one punch can be utilized per week.

ARTICLE III: ROLES AND RESPONSIBILITIES

Section 1. Town Responsibilities

The Town will:

- Provide on-site staffing for the operation of the resource recovery program.
- Assist in the development of the program.
- Utilize funds from grants to support the operation of the program.

Section 2. City Responsibilities

The City will:

- Provide the site at Doran Avenue for the operation of the pilot program.
- Procure the necessary equipment for maintaining the site, including waste bins, recycling containers, and other necessary materials.
- Assist in the coordination and management of the permitting process for City residents.
- Ensure waste removal is coordinated in an efficient manner.

ARTICLE IV: FUNDING AND COSTS

Section 1. Funding

The operation of this pilot program will be funded through current grants received by both the City and Town, aimed at reducing waste, as well as the fees collected from users of the program.

Section 2. Allocation of Funds

The parties agree to jointly oversee the use of any funds collected, ensuring that they are applied to the operation of the pilot program, including staffing, site maintenance, and equipment procurement.

ARTICLE V: TERM AND TERMINATION

Section 1. Term of Agreement

This Agreement will be effective from the date of execution and shall remain in effect until the conclusion of the pilot program, which is anticipated to be no later than one year from the effective date, unless extended by mutual agreement.

Section 2. Termination

Either party may terminate this Agreement with 30 days written notice, provided that such termination shall not affect any rights or obligations that accrued prior to termination.

ARTICLE VI: AMENDMENTS

Any amendments or modifications to this Agreement must be made in writing and executed by both the City and Town.

ARTICLE VII: MISCELLANEOUS

Section 1. Indemnification

Each party agrees to indemnify and hold the other harmless from any claims, damages, or liabilities arising out of the operation of the pilot program, except where such claims arise from the negligence or willful misconduct of the other party.

Section 2. Dispute Resolution

In the event of a dispute under this Agreement, the parties will work in good faith to resolve the matter. If the dispute cannot be resolved through informal discussions, the parties agree to submit the dispute to non-binding mediation.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Grimaldi

MOVED THAT this ordinance be approved

MOTION CARRIED UNANIMOUSLY

4. RESOLUTION – Establishing a Public Hearing for the Community Development Block Grant Program for the Housing Rehabilitation Grant

City Manager Hendrix presented the following resolution:

WHEREAS, the Geneva City Council supports programs and projects that align with the 2016 City of Geneva Comprehensive Plan, and

WHEREAS, the City intends to apply to New York State for funding under the federal Community Development Block Grant Program in 2025; and

WHEREAS, applications include submission to the CDBG Housing Rehabilitation Program; and

WHEREAS, the City may apply for funding for the following programs and activities: Infrastructure, Community Planning, Microenterprise, Housing, Small Business and Economic Development activities; and

WHEREAS, a public hearing has been held as part of the process to discuss community needs and seek support for the City's application to this program, and

WHEREAS, the City recognizes that this project is a priority activity that contributes to the quality of life and safety for residents; and

WHEREAS, this project is consistent with all existing local plans, the project facilitates effective and efficient use of existing and future public resources so as to promote both community development and preservation of community resources; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Geneva, as follows:

1. **Support for the Application:** The City of Geneva fully supports the submittal of an application to New York State for funding under the federal Community Development Block Grant Program in 2025 for a Housing Rehabilitation Program and additional program activities.
2. **Authorization to Apply:** The City of Geneva hereby authorizes the City Manager and appropriate City staff to submit and manage the application for the CDBG Housing Rehabilitation Grant, including any necessary documents, reports, and follow-up actions required.
3. **Authorization to Accept:** The City of Geneva hereby authorizes the City Manager or Mayor to accept the grant, if awarded, and sign any grant-related contracts.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Petropoulos

MOVED THAT this resolution be approved

MOTION CARRIED UNANIMOUSLY

5. PRESENTATION – 2026 Department Fiscal Drivers

City Manager Hendrix began the presentation by reviewing the City's Mission, Vision, and Values, and reviewing the 2026 Budget meeting schedule. City Council will receive their budget books on September 9, and will work through the budget at weekly meetings beginning on September 23, with final adoption of the 2026 budget by October 31, 2025.

City Manager Hendrix presented the City Manager's Office 2026 Budget Planning. She reviewed the department's role to include assist and direct department leadership to develop strategies and implement programs and services that align to the direction set forth by the Geneva City Council, while providing direct oversight to all City Departments. The City Manager's budget and staffing were reviewed, as well as items that were requested but not funded in 2025. 2026 Work Programs and Activities were reviewed to include a City wide building review, DRI Round 2 preparation, Professional Development Opportunities for staff, continued community communications enhancement, and shared service and advocacy for the City of Geneva. It was noted that staff are at communications capacity. The City Manager's future Capital Project, Equipment, and Resource needs include City buildings general maintenance, litigation, collective bargaining agreements, additional staffing in the City Manager's Office for admin support, Community Benchmarking (getting community input), and professional development for staff.

City Clerk Tillotson presented the City Clerk's Office 2026 Budget Planning. This department's role includes Chief Records Officer, Records Access Officer, and is responsible for accurately recording and reporting all proceedings of the Geneva City Council, as well as the keeping of vital statistics. The City Clerk supports City Council's efforts to enhance customer service, ensures appropriate staffing levels, as well as the appropriate mix of knowledgeable staff with the goal of meeting customer's needs on their first trip to City Hall. The City Clerk's budget and staffing were reviewed. There were no budget requests made in 2025 that were not funded. The City Clerk's Work Programs and Activities for 2026 include records restoration, FOIL services, Charter Review, and a Records Inventory Project. The Clerk's future capital projects, equipment, and resource needs include file storage space, historic document restoration and storage, FOIL management software, and agenda management software.

Chief Eveland presented the Police Department 2026 Budget Planning. The Geneva Police Department is an accredited law enforcement agency charged with protecting life and property within the City of Geneva. The Department is staffed across multiple divisions including administration, patrol operations, and special operations. The Police Department's 2025 budget and staffing were reviewed. 2025 budget request that weren't funded include one patrol officer, one social worker, one police car, and repaving of the range. 2026 work programs and activities include a Citizen Academy, Officer Wellness Program, Commercial Vehicle Enforcement, Mental Health partnership, and a Motor Officer. Future capital projects, equipment, and resource needs include vehicle upgrades, staffing and position requests. Chief Eveland shared that DCJS recommends staffing at 34-38 Officers, while the department currently has 34 officers when fully staffed. He explained that the department is applying for a grant to fund a social worker position, and described maintenance challenges being experienced with the fleet. Chief Eveland also explained that the department is operating at DCJS minimum staffing when fully staffed, leading to overtime costs, and officer burnout and safety concerns. He shared that two retirements are anticipated in 2026. Councilor Brennan wondered if the city is required to have an SRO. Chief Eveland explained that the SRO's are funded through a contract with the school district, which covers eight months of their salaries. These officers do count towards the DCJS minimum staffing requirements. Chief Eveland also explained that if SRO's weren't at the schools, a daytime road officer would be spending a lot of time tied up at the schools, and the district would likely turn to armed security. SRO's also are present at school events. Councilor Petropoulos voiced his support for funding additional Police Officer positions, and Director Slywka explained the civil service process of creating new positions. Chief Eveland rounded out the staffing conversation by sharing that the department is looking at piloting a 12 hour shift model, with a goal of added coverage during peak hours without increasing staffing numbers.

IT Director Premyslovsky presented IT's 2026 Budget Planning. The IT department provides information infrastructure development, maintenance, and user support to all City departments and functions. The department has operated under a shared services agreement with the City of Canandaigua since 2015, with department staff providing services to both cities. IT's 2025 budget and staff were reviewed. In 2025 one

budget request was not funded, additional staff. 2026 work programs and activities include cybersecurity awareness, reviewing IT policies, support network and end users, and Welcome Center management. Future capital projects, equipment, and resources needs include replacing current virtual server management (VMWare) with a different option, improving network and cyber security, public WiFi update, additional staff for IT, and additional security cameras. Director Premyslovsky explained that the staffing request is for one staff member to be shared 50/50 with the City of Canandaigua, noting that at current staffing levels IT is struggling with time to support the network and end users. He also explained that there will be an upfront one-time cost to switch the VMWare, then lower annual costs moving forward with a better vendor. Public WiFi was briefly discussed.

Human Resources Director Slywka presented HR's 2026 Budget Planning. Human Resources is responsible for human resource management, including civil service administration, recruiting and onboarding new employees, benefits administration, Workers Compensation, policies and procedures and participating in collective bargaining negotiations. The HR Office maintains a focus on best practices streamlining human resource and streamlining processes to help cultivate and maintain an informed, engaged and diverse professional workforce. The Human Resources 2025 budget and staffing was reviewed. 2026 work programs and activities include continuation of digitization and organization of human resource/personnel documents, shared software program with finance and human resources for electronic timekeeping, onboarding and benefit administration, utilizing ESI and NYMIR for on-going employee training and development, and continuation of review and updates for City Employee Policy and Procedure manual. HR's future capital projects, equipment, and resource needs include succession planning, shared software program for electronic time keeping, onboarding and benefit administration, and wellness funding. Councilor Petropoulos wondered what the relationship between City HR and Ontario County HR is. Director Slywka explained that the entire process goes through the county, and all city employees are in their system.

Fire Chief Parrotta presented the Fire Department's 2026 Budget Planning. The Fire Department serves the City with a team comprised of paid career firefighters and hundreds of dedicated volunteer firefighters and officers. The department is made up of three fire companies: Hydrant Hose Company, Nester Hose Company, and CJ Folger Hook and Ladder Company. The department is charged with a range of activity including fire safety and prevention education, development process review, enforcement of NYS and local fire and construction codes, and firefighting. Department 2025 budget and staffing were reviewed. 2025 budget requests that weren't funded include three sets of turnout gear, fire simulator, jaws of life, deputy chief vehicle, two thermal imaging cameras, smoke injection fan, three firefighter positions, water suppression and fire rescue boat, new fire apparatus, and active shooter protection. Fire Department work programs and activities for 2026 include shared services collaborations for mutual aid and cost sharing, developing technical and specialized teams, and strengthening community engagement and education. Capital projects, equipment, and resource needs include a command vehicle, fire engine, water suppression and fire rescue boat or jet ski, three fire fighters, creating training for technical teams, training for mental health and peer support personnel, five additional certified live fire instructors, replacement of bay doors at Station 2, inspect and upgrade exhaust system, and build a fire safety training facility. Fire Department capital projects, equipment, and resource needs include a replacement plan for personal protective equipment, portable radio replacement, breathing apparatus replacement, gas meters, fire simulator, jaws of life, thermal imaging camera, smoke injection fan, active shooter protection, air lifting bag replacement, confined space rescue equipment, gear dryer and LUCAS Device. Chief Parrotta explained that GFD currently has no specialized rescue teams, Engine 11 is due for replacement, and the air bag lifting system is completely out of service and in need of replacement. Councilor Lavin wondered about the rent structure of the three fire houses. Chief Parrotta explained that Hydrant Hose is privately owned and maintained, while the other building is owned by the Geneva Housing Authority, and the City pays rent. All three companies are 501c3's. Each company supplies the City with an annual report, outlining their expenditures. Sometimes the private companies contribute to equipment purchases via fundraisers, while the City provides necessary items like gear and equipment. City Manager Hendrix added that building maintenance is in the DPW budget.

6. ADJOURNMENT

ACTION TAKEN by Clr. Petropoulos; seconded by Clr. Gillotte

MOVED THAT the meeting be adjourned at 6:48pm

MOTION CARRIED UNANIMOUSLY

Nicole Tillotson

City Clerk