

**TOWN OF PAVILION  
ORGANIZATIONAL MEETING  
JANUARY 3, 2017  
7:00 P.M.**

Others: Clerk Cindy Starr & Highway Superintendent Joel Offhaus

The Town Board of the Town of Pavilion held the organizational meeting on January 3, 2017 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm Present were:

Supervisor Theron Howard  
Councilperson Dean Davis  
Councilperson Robert LaPoint  
Councilperson John Rudgers  
Councilperson Linda Thompson

Supervisor Howard opened the meeting at 7:06 PM followed by the pledge to the flag.

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt

**Resolution No. 1, 2017:** Approve 2016 line transfers

RESOLVED: Approve the following line

**GENERAL FUND-TOWNWIDE**

<i>Transfer From:</i> A1110.4	Justice Contr.	\$ 3,400.00
A1910.4	Unallocated Insurance	\$ 18,725.00
A8320.4	Source of Supply Contr	<u>\$ 3,150.00</u>
	<b>TOTAL</b>	<u>\$ 25,275.00</u>

*Transfer To:*

A1220.4	Supervisor Contr.	\$ 43.00
A1320.4	Independent Audit	\$ 1,935.00
A1355.2	Assessor Equipment	\$ 103.00
A1355.4	Assessor Contr.	\$ 3,206.00
A1410.2	Town Clerk Equipment	\$ 1,309.00

A1410.4	Clerk Cont	\$ 702.00
A1440.4	Engineer Contr.	\$ 1706.00
A5132.4	Garage Contr.	\$ 911.00
A7310.1	Youth Services	\$ 966.00
A7310.4	Youth Contr.	\$ 6392.00
A8010.4	Zoning Contr.	\$ 264.00
A8020.4	Zoning Contr	\$ 685.00
A8160.1	Refuse & Garbage Services	\$ 1,954.00
A8340.4	Water Trans & Dist	\$ 547.00
A8350.4	Common Water Supply Conts	\$ 1260.00
A8810.4	Cemeteries Cont	\$ 297.00
A9040.8	Workers Comp	\$ 2,028.00
A9060.8	Hosp/Med Ins	<u>\$ 967.00</u>
	<b>TOTAL</b>	<u><u>\$ 25,275.00</u></u>

**HIGHWAY FUND TOWNWIDE**

UNANTICIPATED REVENUE

<i>Transfer from:</i>	DA2302	Snow Removal	\$ 30,000.00
	DA2665	Sale of Equipment	<u>\$ 23,699.00</u>
		<b>TOTAL</b>	<u><u>\$ 53,699.00</u></u>

<i>Transfer To:</i>	DA1910.4	Unallocated Insurance	\$ 277.00
	DA5110.1	General Repair Svc	\$ 7,906.00
	DA5110.4	General Repair Contr,	\$ 2,734.00
	DA5130.2	Machinery Equip	\$ 35,949.00
	DA5130.4	Machinery Contr	<u>\$ 7,288.00</u>
		<b>TOTAL</b>	<u><u>\$ 53,699.00</u></u>

**LIBRARY FUND**

<i>Transfer From:</i>	L7410.2	Library equipment	\$ 600.00
	L9010.8	State Retirement	<u>\$ 579.00</u>

\$ 1,179.00

\$ 1,179.00

**WATER DISTRICT #1**

<i>Transfer From:</i> SW9710.6	Debt Serial Bond	\$ 5,000.00
SW9710.7	Interest Serial	\$ 1,277.00
	UNEXPENDED BALANCE	<u>\$ 48,683.00</u>
		<u>\$ 54,960.00</u>

<i>Transfer To:</i> SW8320.4	Source of Supply Contr.	<u>\$ 54,960.00</u>
		<u>\$ 54,960.00</u>

**SEWER FUND**

<i>Transfer From:</i> SS8130.4	Sewage Treat Disp	<u>\$ 297.00</u>
		<u>\$ 297.00</u>

<i>Transfer To:</i> SS9710.6	Serial Bond	<u>\$ 297.00</u>
		<u>\$ 297.00</u>

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Thompson offered a motion, seconded by Councilperson Rudgers to adopt

**Resolution No. 2, 2017**(Approve Town Board Meetings)

**RESOLVED:** Regular Town Board meeting will be held the 2<sup>nd</sup> Wednesday of the month at 7:00 P.M. at the town building except for December 28, 2017 meeting to start at 6:30 PM.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt

**Resolution No. 3, 2017** (Approve Official depositories)

**RESOLVED:** official depositories for the Town funds will be Five Star Bank, Steuben Trust Company and Bank of Castile.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Davis offered a motion, seconded by Councilperson Rudgers to adopt

**Resolution No. 4, 2017** (Approve Snow & Ice Removal & Mowing)

**RESOLVED:** Approved Snow, Ice Removal and mowing at county rate

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt

**Resolution No. 5, 2017** (Approve mileage)

**RESOLVED:** Mileage rate for Town officials on Town business will be \$.565 per mile

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Thompson offered a motion, seconded by Councilperson Davis to adopt.

**Resolution No. 6, 2017 (Bonding)**

**RESOLVED:** Approval of bonding for the Supervisor, Deputy Supervisor, Town Clerk, Deputy Town Clerk, Highway Superintendent, Justices and Court Clerks in the amount of 900,000.00 and direct that the undertaking be filed with the Town Clerk.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt.

**Resolution No. 7, 2017 (Supervisor Annual Report)**

**RESOLVED:** Allow the Supervisor 60 days to submit the annual report with an additional extension of 60 days, if properly requested from Office of State Controller.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Davis offered a motion, seconded by Councilperson LaPoint to adopt.

**Resolution No. 8, 2017 (Purchase stone, salt, crushed aggregate, sluice pipe and oil)**

**RESOLVED:** purchase stone, salt, crushed aggregate, sluice pipe and oil at County prices.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Thompson to adopt.

**Resolution No. 9, 2017 (Daily News)**

**RESOLVED:** designated the Daily News as the official papers of notice.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Davis offered a motion, seconded by Councilperson Rudgers to adopt.

**Resolution No. 10, 2017 (Pavilion Fire District)**

**RESOLVED:** Pay the Pavilion Fire District the amount of \$197,537.00 for fire protection for 2017.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Thompson offered a motion, seconded by Councilperson Rudgers to adopt.

**Resolution No. 11, 2017 (Library)**

**RESOLVED:** Pay the Pavilion Library the amount of \$55,440.00 for operating budget for 2017.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt.

**Resolution No. 12 2017 (Investments)**

**RESOLVED:** Authorize the Supervisor to invest Town moneys.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Rudgers offered a motion, seconded by Councilperson Davis to adopt.

**Resolution No. 13, 2017** ( Highway Department General Repairs and Capital Improvement accounts)

**RESOLVED:** authorize the expenditure of \$10,000.00 for the Highway Department General Repairs and Capital Improvement accounts without bid or prior board approval.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Rudgers to adopt.

**Resolution No. 14, 2017** (Town Board meetings)

**RESOLVED:** Meeting dates

TOWN BOARD MEETINGS FOR THE YEAR 2017

January 11, 2017	July 12, 2017
February 8, 2017	August 9, 2017
March 8, 2017	September 13, 2017
April 12, 2017	October 11, 2017
May 10, 2017	November 8, 2017
June 14, 2017	December 13, 2017
	December 28 @6:30 pm

This is a list of regular monthly scheduled meetings on the second Wednesday of each month.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye

Councilperson Linda Thompson     Aye

Councilperson Davis offered a motion, seconded by Councilperson Thompson to adopt.

**Resolution No. 15, 2017** ( Planning Board meetings)

**RESOLVED:** Meeting dates

Meeting dates Planning Board

PLANNING BOARD MEETINGS FOR THE YEAR 2017

January 10, 2017	July 11, 2017
February 14, 2017	August 8, 2016
March 14, 2017	September 12, 2017
April 11, 2017	October 11, 2016
May 9, 2017	November 14, 2017
June 13, 2017	December 12, 2017

This is a list of scheduled meetings on the second Tuesday of each month. If there is no need for a meeting, it will be canceled and notice will be provided. All meetings start at 7:00pm and will be held at the Town Hall.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Thompson to adopt.

**Resolution No. 16, 2017** ( Set pay periods)

**RESOLVED:** Setting pay periods as follows:

Setting pay periods as follows:

- Biweekly:
  - MEO, Highway laborers, Highway Superintendent, Library Clerk and Library Manager, Supervisor, Budget Director, Councilpersons, Justices, Town Clerk, Refuse Labors, Court Clerk & Library Cleaner
- Quarterly:
  - Planning & Zoning Board members
- Annually:
  - Registrar of Vital Statistics, Historian, Deputy Clerk, Deputy Supervisors.



Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Rudgers to adopt.  
**Resolution No. 17, 2017 (Procurement Policy)**

**RESOLVED:** The Town Board of the Town of Pavilion, Genesee County, NY  
has reviewed and approves the procurement policy as is for 2017,  
to be completed by the next board meeting.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson Davis offered a motion, seconded by Councilperson LaPoint to adopt.  
**Resolution No. 18, 2017 (Approve prepayment of certain bills prior to board approval)**

**RESOLVED:** Authorizing the Supervisor to pay claims for public utilities, postage,  
freight, express charges, and credit cards before they are audited.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt.  
**Resolution No. 19, 2017 (Approval of Holidays)**

**RESOLVED:** Approve 13 Holidays; New Years, Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day and day after, Day before Christmas, Christmas Day, 1 Floating Holiday.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis to adopt.

**Resolution No. 20, 2017** (approve appointment for 2017)

**RESOLVED**, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2017:

\*To contract with Reid Whiting to provide legal services for the Town of Pavilion as an “at will” independent contractor pursuant to Retainer Agreement at the rate of \$140.00 per hour.

\* To retain Baldwin Business Service for accounting and payroll services for the Town of Pavilion

\*To retain Katherine Werner as Court Clerk subject to the control of the Town Justices

\*To retain Kelly Kinney as Planning Board and Zoning Board secretary.

\*To retain Dean Davis as Deputy Supervisor

\* To retain Robert LaPoint as Alternate Deputy Supervisor

\*To retain James Cleveland as Interim Deputy Highway Superintendent (As per collective bargaining agreement)

\*To retain Lucinda Starr as Sewer Bill Clerk

\*To retain Sarah Kingdon as Deputy Town Clerk

\*To retain Lucinda Starr as Registrar of Vital Statistics

\*To appoint William Fuest as a member of the Planning Board member term to end 12/31/2023

\*To appoint Deborah Free as a member of the Planning Board member term to end 12/31/2017

\*Appoint Lisa Schiske as member of the Zoning Board of Appeals term to end 12/31/2020

\*Appoint Randy Mastin as member of the Zoning Board of Appeals term to end 12/31/2021

\*Appoint Joan Gray as Library Trustee term to expire 2021

\*Appoint Nicole Palmer as Youth Recreation member term to end 12/31/2023

\*To appoint Lewis Blue as Board of Assessment Review Member term to end 2021

\*To retain Town of Batavia as Zoning & Code Enforcement Officials

\*To retain Town of Batavia & Leroy for Assessment Services

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, second by Councilperson Davis

**Resolution No. 21, 2017 (Official Undertaking)**

**RESLOVED:** The Town Board of The Town of Pavilion, Genesee County, NY approve the Official Undertaking of the Municipal Officials.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Rudgers

**Resolution No. 22, 2017** ( Omnibus resolution)

**RESOLVED:** Adopt Omnibus resolution that the Town Board of the Town of Pavilion NY, Genesee County authorizes the Supervisor's to approval budget transfers which may result from the Auditors findings.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis

**Resolution No. 23, 2017** (set wages for 2017)

**RESOLVED:** That the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2016:

Set wages for elected officials as follows:

- Supervisor \$ 16,000/yr
- Deputy Supervisor \$ 1000/yr
- Alternate Deputy Supervisor \$ 1000/yr
- Town Councilperson \$ 15,200/yr  
(4) each @ \$3,800/yr
- Town Justice #1 \$ 9380/yr includes \$400.00 for  
administrated duties

- Town Justice #2 \$ 8980/yr
- Hwy. Superintendent \$45,000/year
- Town Clerk \$17,000/yr

Set wages for appointed officials as follows:

- Highway Laborer \$11.00/hr
- Budget Director \$5000/yr
- Tax Collector \$2600/yr
- Personal Services \$5,500/yr
- Deputy Clerk /Registrar \$200.00/year
- Janitor \$15.00/hr
- Refuse Laborer \$11.17 & 13.20/hr
- Registrar Vital Statistics \$500.00/yr
- Planning Board, chairman \$600.00/yr
- Planning Board, member \$400.00/yr
- Zoning Board, chairman \$35.00/meeting
- Zoning Board members & alternate \$30/meeting
- Planning Secretary \$50.00/meeting
- Board Assessment Review, Chairman \$65.00/day
- Board Assessment Review, Member \$50.00/day
- Court Clerk \$14.00/hr
- Assessor 5hr/wk. contract with LeRoy. Additional hours upon prior approval of Supervisor
- Sewer Bill Collector \$2800.00/yr
- Election worker- short day \$135.00
- Election worker – long day \$160.00
- Election Coordinator – short day \$185.00
- Election coordinator – long day \$210.00
- Mileage \$.565
- Highway Laborer \$12.00/hr
- Deputy Highway Superintendent \$23.09
- MEO Highway \$22.33

- Library Director \$13,950.00yr
- Library Clerk #1 Sally Wellman \$9.70/hr
- Library Clerk #2 Bonnie \$9.70/hr

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilperson LaPoint offered a motion, seconded by Councilperson Davis

**Resolution No. 24, 2017:** Return check fee

**RESOLVED:** Set return check fee in the amount of \$35.00

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Ted Howard	Aye
Councilperson Dean Davis	Aye
Councilperson Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Linda Thompson	Aye

Councilman Davis made a motion at 8:15PM to adjourn meeting seconded by Councilperson LaPoint.

Voting all ayes.

Respectfully submitted,

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Lucinda Starr, Town Clerk

