

**REGULAR MEETING**  
**November 8, 2017**  
**TOWN OF PAVILION**  
**7:00 P.M.**

The Town Board of the Town of Pavilion held the regular monthly meeting on November 8, 2017 at the Town Hall, One Woodrow Drive, Pavilion, New York at 7:00PM present were:

Present were: Supervisor Ted Howard  
Councilperson Dean Davis  
Councilperson Robert LaPoint  
Councilperson John Rudgers  
Councilperson Linda Thompson

Others: Others: Town Clerk Cindy Starr, Highway Superintendent Joel Offhaus, Don Oberlin, Keith Clark, & Vicki Buell

Supervisor Howard opened the meeting at 7:01 PM followed by the pledge to the flag.

Agenda additions- Wire Transfer policy & Creating P/T Library Clerk Position

Councilperson Davis offered a motion, seconded by Councilperson Rudgers to approve the October 11, 2017 minutes as submitted.

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 LaPoint, to authorize the clerk to draw a warrant on the supervisor to pay bills. General \$7,610.00 T&A \$30,506.82, Library \$1,820.49; Sewer \$8,618.94; Highway \$7,668.94; Water \$65.25

TOTAL \$56,290.44

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 |

A motion was offered by Councilperson Davis seconded by Councilperson Rudgers  
To approve October 2017 operating statement, monthly bank reconciliation & clerk report.

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 |

Highway- Highway Superintendent Joel Offhaus

\*North sewer station is taking on water, needs possible drainage tile, will address  
in the spring.

\*Need to declare 2003 truck #1304, plow and wing as surplus equipment

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

**Resolution No. 65 2017: Surplus Equipment**

**RESOLVED:** Declare 2003 truck #1304 with plow and wing as surplus equipment

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 |

Highway-Dean Davis-no report

Library-Linda Thompson

\*Library has question if they have to pay for 2016 audit. The Town will pay for the 2016  
audit but the Library will have to pay for 2017 audit

\*Applied for Library name change to Hollwedel Memorial Library

Code Enforcement-Councilperson John Rudgers

\*Working with a potential buyer for the former Syntec property, which is looking to  
operate a trucking company

\*Working with current owner of 8043 Telephone Rd in removing of old trailer and  
cleaning up of property

\*Complaints of two Big Tree Rd properties

\*Preparing for Fire Inspections throughout the Town as well as preparing for all year end  
repts required by many outside agencies.

Boards-Councilperson Robert LaPoint-no report

Vicki Buell-Youth Rec.- Vicki will no longer be the Director of Youth Rec. Program, question as to hiring procedure for that position.

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

**Resolution No. 66, 2017** (Adopt preliminary budget as final budget for 2018)

WHEREAS, the Pavilion Town Board has held a Public Hearing on November 8, 2017 on the Preliminary budget for the fiscal year beginning January 01, 2018 to hear all persons present for or against any item contained in the Preliminary Budget. Be it hereby.

RESOLVED that the Town Board hereby adopt the Preliminary budget as the Final budget for the fiscal year beginning January 01, 2018 with the following changes Equipment Reserve DA5130.2A for \$35,000.00 change to \$15,000.00 and Sale of Equipment DA2665 for \$60,000.00 to \$40,000.00.

Total budget \$1,881,534.00

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 |

A motion was offered by Councilperson LaPoint, seconded by Councilperson Davis

**Resolution No. 67, 2017: Appoint Tax Collector**

RESOLVED: Appoint Lucinda Starr as 2018 County Tax Collector.

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 |

A motion was offered by Councilperson LaPoint, seconded by Councilperson Davis

**Resolution No. 68, 2017: Use of Town Park Gazebo**

RESOLVED: Approve request for the use of the Town Park Gazebo for an August 25, 2018 wedding.

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 |

A motion was offered by Councilperson LaPoint, seconded by Supervisor Howard

**Resolution No. 69, 2017: Use of Town Hall**

RESOLVED: Approve of use of Town Hall for 4-H Cover Buds meetings 1<sup>st</sup> Monday of the 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 |

A motion was offered by Councilperson Thompson seconded by Councilperson LaPoint

**Resolution No. 70, 2017: Creating Part Time Library Clerk Position**

RESOLVED: Approval of a Part Time Library Clerk Position.

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 |

A motion was offered by Councilperson Davis seconded by Councilperson Rudgers

**Resolution No. 71, 2017: Bank Wire Transfer Policy & Procedure**

RESOLVED: With the increased risks of fraudulent wire transfers, the Town of Pavilion, County of Genesee, State of New York hereby adopts the following policy and procedure:

Wire transfers shall not be utilized to pay obligations of the town except under the following conditions:

- 1) The use of a bank wire transfer is not encouraged and shall only be used when absolutely necessary. Before initiating a request for a wire transfer, the Town Supervisor or Deputy Town Supervisor must make independent contact with the intended recipient to confirm the necessity and the accuracy of the directions for the proposed transfer.
- 2) The obligation must be one that has been duly approved for payment by the Town Board or is being made as part of a regular stream of payments such as the repayment of a Bond or Note on an existing obligation.
- 3) The request for a wire transfer must be made in person to the Town Clerk. No phone or email request will be accepted.
- 4) All request shall be in writing signed in the presence of the Town Clerk by the Town Supervisor or the Deputy Town Supervisor and at least one other Town Board Member.

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 |

At 8:31 PM motion was offered by Councilperson Thompson and seconded by Councilperson Rudgers for executive session in regard to employee issue.

At 8:50PM motion was offered by Councilperson Thompson, seconded by Councilperson LaPoint to return to regular meeting.

Councilman Thompson made a motion at 8:51PM to adjourn meeting seconded by Supervisor Howard  
Voting all ayes.

Respectfully submitted,

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Lucinda Starr, Town Clerk