

**TOWN OF PAVILION
ORGANIZATIONAL MEETING
JANUARY 10, 2018
7:00 P.M.**

The Town Board of the Town of Pavilion held the organizational meeting on January 10, 2018 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm Present were:

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Others: Clerk Cindy Starr & Highway Superintendent Joel Offhaus, James Cleveland, Paul Chatfield, Pete Greene & Bryan Smart.

Supervisor Howard opened the meeting at 7:15 PM followed by the pledge to the flag.

Paul Chatfield of Chatfield Engineers updated the board on water project.

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

Resolution No. 1, 2018: Approve Town Board Meetings

RESOLVED: Regular Town Board meeting will be held the 2nd Wednesday of the month at 7:00 P.M. at the town building except for December 28, 2018 meeting to start at 6:30 PM.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 2, 2018 : 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 3, 2018 : 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 4, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 5, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 6, 2018: Supervisor Annual Report

RESOLVED: Allow the Supervisor 60 days to submit the annual update 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 7, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 8, 2018: Daily News

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

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 9, 2018: Pavilion Fire District

RESOLVED: Pay the Pavilion Fire District the amount of \$201,050.00 for fire protection for 2018.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 10, 2018: Library

RESOLVED: Pay the Pavilion Library the amount of \$56,460.00 for operating budget for 2018.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 11, 2018: Investments

RESOLVED: Authorize the Supervisor to invest Town moneys.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin

Councilperson Mark Heineman

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

Resolution No. 12, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 13, 2018: Town Board meetings

RESOLVED: Meeting dates

TOWN BOARD MEETINGS FOR THE YEAR 2018

January 10, 2018	July 11, 2018
February 14, 2018	August 6, 2018
March 14, 2018	September 12, 2018
April 11, 2018	October 10, 2018
May 9, 2018	November 7, 2018
June 13, 2018	December 12, 2018
	December 28, 2018 @6:30 pm

This is a list of regular monthly scheduled meetings on the second Wednesday of each month except the Monday August 6, 2018 meeting.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 14, 2018: Planning Board meetings

RESOLVED: Meeting dates

Meeting dates Planning Board

PLANNING BOARD MEETINGS FOR THE YEAR 2018

January 9, 2018	July 10, 2018
February 13, 2018	August 14, 2018
March 13, 2018	September 11, 2018
April 10, 2018	October 9, 2018
May 8, 2018	November 3, 2018
June 12, 2018	December 11, 2018

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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

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

Resolution No. 15, 2018: 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 Theron Howard
Councilperson Dean Davis

Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Heineman to adopt.
Resolution No. 16, 2018: 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.

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

Supervisor Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Oberlin to adopt.
Resolution No. 17, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Heineman to adopt.
Resolution No. 18, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin

Councilperson Mark Heineman

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

Resolution No. 19, 2018: Approve appointment for 2018

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2018:

*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 Jake Whiting as Town Prosecutor rate of \$400.00/month

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

* To retain Chatfield Engineers as Town Engineers

*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 James Cleveland as 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 Deborah Free as a member of the Planning Board member term to end 12/31/2024

*To appoint Lisa Schiske as a member of the Planning Board member term to end 12/31/2025

To appoint Timothy Welch as a Alternate member of the Planning Board member term to end 12/31/2024

*Appoint Bryan Smart as member of the Zoning Board of Appeals term to end 12/31/2022

*Appoint Karen Kingsley as Library Trustee term to expire 2022

*Appoint Vicki Buell as Youth Recreation member term to end 12/31/2023

*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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Oberlin offered a motion, second by Councilperson Davis

Resolution No. 20, 2018: 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 Theron Howard
Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Heineman

Resolution No. 21, 2018: 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 Theron Howard

Councilperson Dean Davis
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Heineman

Resolution No. 22, 2018: Set wages for 2018

RESOLVED: That the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2018:

Set wages for elected officials as follows:

- Supervisor \$ 16,000/yr
- Deputy Supervisor \$ 2000/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 \$48,000/year
- Town Clerk \$17,000/yr

Set wages for appointed officials as follows:

- 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 \$15.00/hr
- Assessor 5hr/wk. contract with LeRoy. Additional hours upon prior approval of Supervisor
- Sewer Bill Collector \$2800.00/yr
- Election worker- short day Set by Genesee County
- Election worker – long day Set by Genesee County
- Election Coordinator – short day Set by Genesee County
- Election coordinator – long day Set by Genesee County
- Mileage \$.565
- Highway Laborer \$12.00/hr
- Deputy Highway Superintendent \$23.58/hr
- MEO Highway \$22.53/hr
- Library Director \$16,000.00yr
- Library Clerk (3 clerks) \$10.40/hr

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

Supervisor Theron Howard
 Councilperson Dean Davis
 Councilperson John Rudgers
 Councilperson Donald Oberlin
 Councilperson Mark Heineman

Councilperson Davis offered a motion, seconded by Councilperson Heineman

Resolution No. 23, 2018: 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 Theron Howard
 Councilperson Dean Davis

Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson Mark Heineman

Supervisor Theron Howard announced his retirement as Town Supervisor effective immediately, thanking everyone for their support.

Councilman Davis made a motion at 7:50PM to adjourn meeting seconded by Councilperson Rudgers.
Voting all ayes.

Respectfully submitted,

Lucinda Starr, Town Clerk