

**AGENDA  
TOWN OF PAVILION  
ORGANIZATIONAL MEETING  
January 2, 2015  
4:00PM**

Adopt resolution that the Town Board of the Town of Pavilion, Genesee County, NY thereby approves the following items of assignment for 2015:

RESOLUTION:

- (1). Regular Town Board meeting will be held the 2<sup>nd</sup> Wednesday of the month at the Town Building at 7:30 pm except for year end meeting December ?, 2015 at ? pm
- (2). Official depositories for the Town funds will be appointed.
- (3). Snow and Ice removal and mowing.
- (4). Mileage rate for Town officials on Town business will be \$.56.5 per mile.
- (5). Approval of bonding for the Supervisor, Deputy Supervisor, Town Clerk, Deputy Town Clerk, Court Clerks, Highway Superintendent, and Justices in the amount of: \$ 900,000 and direct that the undertaking be filed with the Town Clerk.
- (6). Allow the Supervisor 60 days to submit the annual report with an additional extension of 60 days, if properly requested from OSC.
- (7). Purchase stone, salt, crushed aggregate, sluice pipe and oil at County prices.
- (8). Designate the Daily News as the official paper of notice.
- (9). Pay the Pavilion Fire District the amount of \$191,519.00 for fire protection for 2014.
- (10). Authorize the Supervisor to invest Town moneys.
- (11). Authorize the expenditure of \$10,000 for the Highway Department General Repairs and Capital Improvement Accounts without bids and prior Board's approval.

(12). Set dates for Meetings:

TOWN BOARD MEETINGS FOR THE YEAR 2015

January 14, 2015	July 8, 2015
February 11, 2015	August 12, 2015
March 11, 2015	September 9, 2015
April 8, 2015	October 14, 2015
May 13, 2015	November 11, 2015 ? (Veterans day)
June 10, 2015	December 09, 2015
	December ?, 2015 @ ? pm

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

(13). PLANNING BOARD MEETINGS FOR THE YEAR 2013

January 13, 2015	July 14, 2015
February 10, 2015	August 11, 2015
March 10, 2015	September 8, 2015
April 14, 2015	October 13, 2015
May 12, 2015	November 10, 2015
June 9, 2015	December 8, 2015

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.

(14). Set pay periods as follows:

Biweekly:

MEO, Highway Laborers, Highway Superintendent, Assessor, Financial Clerk, Library Clerks and Library Manager. Supervisor, Budget Director, Councilpersons, Justices, Town Clerk, Zoning Officer, Refuse Laborers, Court Clerks.

Quarterly:

Planning and Zoning Board Members

Annually:

Registrar of Vital Statistics, Historian, Deputy Clerk, Deputy Supervisor.

- (15). ADOPT RESOLUTION that the Town Board of the Town of Pavilion, Genesee County, NY, has reviewed and approves the procurement policy as is for 2015 with certain changes to be completed by the next board meeting.
- (16). ADOPT RESOLUTION authorizing the Supervisor to pay claims for public utilities, postage, freight and express charges, and credit cards before they are audited.
- (17). ADOPT RESOLUTION to approve 13 Holidays: New Years Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, 1 Floating Holiday.
- (18). ADOPT RESOLUTION that the Town Board of the Town of Pavilion, Genesee County, NY approved the Following appointments for 2015:

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 per hour.

To retain ??????????LLP as auditors for the Town of Pavilion.

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

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

To retain Deb Worthington as Planning Board and Zoning Board Secretary.

To retain Lucinda Starr as Sewer Bill Clerk.

To retain Sarah Kingdon as Deputy Town Clerk.

To appoint ??? as an alternate member to Planning Board. Term ends 12/31/2016.

To appoint Rob LaPoint as member to Planning Board. Term ends 12/31/2022.

To appoint ???? as a member of the Zoning Board of Appeals term to end 2020.

To appoint Charles Cottman as Library Trustee term to end 2020.

To appoint John Noble as Board of Assessment Review Member term to end 2020.

To appoint Joann Simpson as Youth Recreation Member term to expire 2022.

To appoint Katherine Werner as Town Historian.

To retain David DiMatteo & David Roach as Prosecutor for the Town of Pavilion upon approval of the District Attorney, to provide legal services as an “at will” independent contractor pursuant to Retainer Agreement.

To retain Town of Batavia as Zoning and Code Enforcement officials.

- (19). ADOPT RESOLUTION, that the Town Board of the Town of Pavilion, Genesee County, NY approve the Official Undertaking of Municipal Officials.
- (20). ADOPT OMNIBUS RESOLUTION, that the Town Board of the Town of Pavilion, Genesee County, NY approve the Supervisor approve Budget transfers which may result from the Auditor’s findings.
- (21). ADOPT RESOLUTION, that the Town Board of the Town of Pavilion, Genesee County, NY approve the following wages for 2014:

**Officers**

Town Supervisor	16,000/year
Deputy Supervisor	2,000/year
Town Councilperson (4) each @ \$3,800/yr	15,200/year
Town Justice # 1	9,380/year
Town Justice # 2 (4)	8,980/year

Town Clerk	17,000/year
Highway Superintendent	53,500/year

**APPOINTMENT WAGES**

Budget Director	5,000/year
Deputy Town Clerk	200/year
Registrar Vital Statistics	500/year
Tax Collector	2500/year
Assessor	5 hrs./wk. contract with LeRoy. Additional hours upon prior approval of Supervisor
Historian	1000/year
Personnel Services	5500/yr
Sewer Bill Collector	2,800/year
Janitor	15.00/hr.
Refuse Laborer	11.00 & 13.00
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
Court Clerk	14.00
Mileage	.565
Laborer	11.00
BAR-Chairman	65.00
BAR Member	50.00
Planning Chairman	600.00/yr
Planning Member	400.00/yr
Zoning – Chairman	30//mtg.
Zoning Member	25//mtg.
Library Director (Suzanne)	13,020/year
1092 hrs/yr	
Library Clerk (Sally)	8.85/hr.
1014 hrs/yr	
Library Clerk (Bonnie)	8.75/hr.
520 hrs/yr	
Library Cleaner (Roxanne)	?/hr.
182 hrs/yr	

(22). ADOPT RESOLUTION, that the Town Board of the Town of Pavilion, Genesee County, NY approve the Official Undertaking of Municipal Officials.

(23). Review Town Procurement policy

(24) Set return check fee

