

**TOWN OF PAVILION
ORGANIZATIONAL MEETING
JANUARY 8, 2025
7:00 P.M.**

The Town Board of the Town of Pavilion held the organizational meeting on January 10, 2025 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm Present were:

Supervisor James Thater
Councilperson John Rudgers
Councilperson Dean Davis
Councilperson Kenneth Steinmetz

Others: Stacy Halsted, Marcia White, Don Yott, Patti Yott, and George Jinks

Supervisor Thater opened the Organizational meeting at 7:05 PM

After reading all resolutions a motion was offered Councilperson Davis, seconded by Councilperson Steinmetz to adopt all of the following resolutions:

Resolution No. 1, 2025: Approve Town Board Meetings

RESOLVED: Regular Town Board meeting will be held on the 2nd Wednesday of the month at 7:00 P.M. at the town building except for August 6th and December 29, 2025 meeting to start at 7:00 PM.

Resolution No. 2, 2025: Approve Official Depositories

RESOLVED: official depositories for the Town funds will be Five Star Bank, Community Bank NA, and Thompkins Community Bank.

Resolution No. 3, 2025: Approve Snow & Ice Removal & Mowing

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

Resolution No. 4, 2025: Approve Mileage

RESOLVED: Mileage rate for Town officials on Town business will be \$.655 per mile

Resolution No. 5, 2025: Bonding

RESOLVED: Approval of bonding for the Supervisor, Deputy Supervisor, Town Clerk, Deputy Town Clerk in the amount of \$900,000.00, Highway Superintendent, Justices and Court Clerks in the amount of \$250,000.00 and direct that the undertaking be filed with the Town Clerk.

Resolution No. 6, 2025: 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.

Resolution No. 7, 2025: Purchase stone, salt, crushed aggregate, sluice pipe and oil

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

Resolution No. 8, 2025: Daily News

RESOLVED: Designated the Batavia Daily News as the official papers of notice.

Resolution No. 9, 2025: Pavilion Fire District

RESOLVED: Pay the Pavilion Fire District the amount of \$227,925.00 for fire protection for 2025.

Resolution No. 10, 2025: Investments

RESOLVED: Authorize the Supervisor to invest Town moneys according to investment policy.

Resolution No. 11, 2025: 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.

Resolution No. 12, 2025: Town Board meetings

RESOLVED: Meeting dates

TOWN BOARD MEETINGS FOR THE YEAR 2025

January 8, 2025	July 9, 2025
February 12, 2025	August 6, 2025 (1 st Wednesday of Month)
March 12, 2025	September 10, 2025
April 9, 2025	October 8, 2025
May 14, 2025	November 12, 2025
June 11, 2025	December 10, 2025
	Tuesday December 29, 2025 @7:00 pm *

This is a list of regular monthly scheduled meetings on the second Wednesday of each month except Wednesday, August 6, 2025 & Tuesday, December 29, 2025 meeting.

Resolution No. 13, 2025: Planning Board meetings

RESOLVED: Meeting dates

Meeting dates Planning Board

PLANNING BOARD MEETINGS FOR THE YEAR 2025

January 15, 2025	July 16, 2025
February 19, 2025	August 20, 2025
March 19, 2025	September 17, 2025
April 16, 2025	October 15, 2025
May 21, 2025	November 19, 2025
June 18, 2025	December 17, 2025

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

Resolution No. 14, 2025: Set pay periods

RESOLVED: Setting pay periods as follows:

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- Biweekly:
 - MEO, Highway Laborers, Highway Superintendent, Financial Clerk, Sewer Clerk, Town Supervisor, Budget Director, Councilpersons, Justices, Town Clerk, Labors & Court Clerk

- Quarterly:
 - Planning Board
- Annually:
 - Registrar of Vital Statistics, Deputy Town Clerk, & Deputy Town Supervisor.
- Per Meeting
 - Zoning Board of Appeals

Resolution No. 15, 2025: Procurement Policy

RESOLVED: The Town Board of the Town of Pavilion, Genesee County, NY has reviewed and approves the procurement policy as is for 2025.

Resolution No. 16, 2025: 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.

Resolution No. 17, 2025: 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.

Resolution No. 18, 2025: Approve appointment for 2025

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2025:

*To contract with Jake Whiting to provide legal services for the Town of Pavilion as an “at will” independent contractor pursuant to Retainer Agreement at the rate of \$180.00 per hour.

*MRB as Town Engineers

*To retain Robert Zickl as Town Traffic Prosecutor rate of \$400.00/month

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

* To retain Baldwin Business as auditor for the Town of Pavilion Court.

*To retain Town Of LeRoy for Court Clerk duties subject to the control of the Town Justices

*To retain Lisa Sauer as Planning Board secretary.

*To retain John Rudgers as Town Deputy Supervisor

*To retain Tyler Schiske as Deputy Highway Superintendent (As per collective bargaining agreement)

*To retain Lucinda Starr as Sewer Bill Clerk

*To retain Stacy Halsted as Deputy Town Clerk

*To retain Lucinda Starr as Registrar of Vital Statistics

*To retain Town of Batavia as Zoning and Code Enforcement officials, also Flood Plan Manager & Fire Inspectors.

*To retain Town of Batavia Assessment Services

*Appoint Scott Savidge as member of the Planning Board term to end 2031.

Resolution No. 19, 2025: Official Undertaking

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

Resolution No. 20, 2025: Omnibus resolution

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

Resolution No. 21, 2025: Pay Town Clerk Insurance

RESOLVED: To pay Lucinda Starr Town Clerk health insurance for 2025 in the amount of \$242/month.

Resolution No. 22, 2025: Pay Highway Superintendent Health Insurance

RESOLVED: To pay James Cleveland Highway Superintendent health insurance for 2025 in the amount of \$1,709.05/month.

Resolution No. 23, 2025: Set wages for 2024

RESOLVED: That the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2025:

Set wages for elected officials as follows:

- Supervisor \$ 17,500/yr
- Town Councilperson \$ 15,200/yr
(4) each @ \$3,800/yr
- Town Justice #1 \$ 9,380/yr includes \$400.00 for
administrated duties
- Town Justice #2 \$ 8980/yr
- Hwy. Superintendent \$75,920/year
- Town Clerk \$19,055/yr

Set wages for appointed officials as follows:

- Budget Director \$5000/yr
- Deputy Supervisor \$ 500/yr
- Clerk to Supervisor \$25.00/hr
- Deputy Town Clerk \$20.00/hr
- Tax Collector \$2600/yr
- Personal Services \$5,500/yr
- Registrar Vital Statistics \$500.00/yr
- Sewer Clerk Collector \$2800.00/yr
- Planning Board, chairman \$600.00/yr
- Planning Board, member \$400.00/yr

- Zoning Board, chairman \$40.00/meeting
- Zoning Board members & alternate \$35/meeting
- Planning Secretary \$50.00/meeting
- Board Assessment Review, Chairman \$65.00/day
- Board Assessment Review, Member \$50.00/day
- Court Clerk Contract with Town of LeRoy
- Assessor Contract with Town of Batavia
- 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
- Highway Laborer \$15.55 hr
- Deputy Highway Superintendent Per union contract
- MEO Highway Per union contract
- Refuse worker \$20.00/hr

Resolution No. 24, 2025: Return check fee

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

The following resolutions were approved by unanimous vote (4-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Aye
Councilperson Donald Oberlin	Absent
Councilperson Dean Davis	Aye
Councilperson Kenneth Steinmetz	Aye

Supervisor Thater made a motion at 7:16PM to adjourn meeting seconded by Councilperson Rudgers. Voting all ayes.

Respectfully submitted,

Stacy Halsted/Deputy Town Clerk