

**TOWN OF PAVILION
ORGANIZATIONAL MEETING
JANUARY 11, 2023
7:00 P.M.**

The Town Board of the Town of Pavilion held the organizational meeting on January 11, 2023 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm Present were:

Supervisor Robert LaPoint
Councilperson John Rudgers
Councilperson Donald Oberlin
Councilperson James Thater
Councilperson Dean Davis

Others: Cindy Starr, James Cleveland, Ray & Kim Butler, Jessie & Jolene Coots.

Supervisor LaPoint opened the Organizational meeting at 7:00 PM

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

Resolution No. 1, 2023: 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 27, 2023 meeting to start at 7:00 PM.

Resolution No. 2, 2023: Approve Official depositories

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

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

Resolution No. 3, 2023: Approve Snow & Ice Removal & Mowing

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

Resolution No. 4, 2023: Approve mileage

RESOLVED: Mileage rate for Town officials on Town business will be \$.625 per mile

Resolution No. 5, 2023: 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, 2023: 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, 2023: 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, 2023: Daily News

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

Resolution No. 9, 2022: Pavilion Fire District

RESOLVED: Pay the Pavilion Fire District the amount of \$224,277.00 for fire protection for 2023.

Resolution No. 10, 2023: Investments

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

Resolution No. 11, 2023: 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, 2023: Town Board meetings

RESOLVED: Meeting dates

TOWN BOARD MEETINGS FOR THE YEAR 2023

January 11, 2023	July 12, 2023
February 8, 2023	August 9, 2023
March 8, 2023	September 13, 2023
April 12, 2023	October 11, 2023
May 10, 2023	November 8, 2023
June 14, 2023	December 13, 2023
	December 27, 2023 @7:00 pm *

This is a list of regular monthly scheduled meetings on the second Wednesday of each month except * Wednesday December 27, 2023 meeting.

Resolution No. 13, 2023: Planning Board meetings

RESOLVED: Meeting dates

Meeting dates Planning Board

PLANNING BOARD MEETINGS FOR THE YEAR 2023

January 18, 2023	July 19, 2023
February 15, 2023	August 16, 2023
March 15, 2023	September 20, 2023
April 19, 2023	October 18, 2023
May 17, 2023	November 15, 2023
June 14, 2023	December 20, 2023

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, 2023: 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, Historian, & Deputy Town Clerk.
- Per Meeting
 - Zoning Board of Appeals
 - Property Maintenance Code Board of Appeals
 -

Resolution No. 15, 2023: Procurement Policy

RESOLVED: The Town Board of the Town of Pavilion, Genesee County, NY has reviewed and approves the procurement policy as is for 2023.

Resolution No. 16, 2023: 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, 2023: 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, 2023: Approve appointment for 2023

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2023:

*To contract with Mark Boylan to provide legal services for the Town of Pavilion as an “at will” independent contractor pursuant to Retainer Agreement at the rate of \$200.00 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 Rachael Ohlson and Adele Feeley as Court Clerk subject to the control of the Town Justices

*To retain Lisa Sauer as Planning Board secretary.

*To retain James Thater as 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 Sarah Kingdon 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

*To appoint Timothy Welch as a member of the Planning Board member term to end 12/31/2029.

*Appoint Bryan Smart as member of the Zoning Board of Appeals term to end 12/31/2027.

Resolution No. 19, 2023: 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, 2023: 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.

Resolution No. 21, 2023: Pay Town Clerk Insurance

RESOLVED: To pay Lucinda Starr Town Clerk health insurance for 2023 in the amount of \$224.90/month.

Resolution No. 22, 2023: Pay Highway Superintendent Health Insurance

RESOLVED: To pay James Cleveland Highway Superintendent health insurance for 2023 in the amount of \$1648.18/month.

Resolution No. 23, 2023: Set wages for 2023

RESOLVED: That the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2023:

Set wages for elected officials as follows:

- Supervisor \$ 20,000/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 \$64,700/year
- Town Clerk \$18,500/yr

Set wages for appointed officials as follows:

- Budget Director \$5000/yr
- Deputy Supervisor \$ 500/yr
- Tax Collector \$2600/yr
- Personal Services \$5,500/yr
- Deputy Clerk /Registrar \$200.00/year
- 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 \$19.61 & \$18.43/hr
- 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 \$14.20 hr
- Deputy Highway Superintendent Per union contract
- MEO Highway Per union contract
- Refuse worker \$20.00/hr

Resolution No. 24, 2023: Return check fee

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

The following resolutions were approved by unanimous vote (5-0). Voting was as follows:

Supervisor Robert LaPoint	Aye
Councilperson John Rudgers	Aye
Councilperson Donald Oberlin	aye
Councilperson James Thater	Aye
Councilperson Dean Davis	Aye

Supervisor LaPoint made a motion at 7:12PM to adjourn meeting seconded by Councilperson Thater. Voting all ayes.

Respectfully submitted,

Lucinda Starr, Town Clerk