

**TOWN OF PAVILION
ORGANIZATIONAL MEETING
JANUARY 14, 2026
7:00 P.M.**

The Town Board of the Town of Pavilion held the organizational meeting on January 14, 2026 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm Present were:

Supervisor James Thater
Councilperson John Rudgers -ABSENT
Councilperson Scott Savidge
Councilperson Kenneth Steinmetz
Councilperson Lee Brooks

Others: Stacy Halsted, James Cleveland, and 6 residents

Supervisor Thater opened the Organizational meeting at 7:04 PM.

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

Resolution No. 1, 2026: 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 year-end meeting, which will be December 28, 2026 meeting to start at 7:00 PM.

Resolution No. 2, 2026: Approve Official Depositories

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

Resolution No. 3, 2026: Approve Snow & Ice Removal & Mowing

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

Resolution No. 4, 2026: Approve Mileage

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

Resolution No. 5, 2026: 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, 2026: 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, 2026: 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, 2026: Daily News
RESOLVED: Designated the Batavia Daily News as the official papers of notice.

Resolution No. 9, 2026: Pavilion Fire District
RESOLVED: Pay the Pavilion Fire District the amount of \$231,344 for fire protection for 2026.

Resolution No. 10, 2026: Investments
RESOLVED: Authorize the Supervisor to invest Town money according to investment policy.

Resolution No. 11, 2026: 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, 2026: Town Board meetings
RESOLVED: To Set Meeting dates as follows:
TOWN BOARD MEETINGS FOR THE YEAR 2026

January 14, 2026	July 8, 2026
February 11, 2026	August 12 2026
March 11, 2026	September 9, 2026
April 8, 2026	October 14, 2026
May13 2026	November 11, 2026
June 10, 2026	December 16, 2026
	Monday December 28, 2026 @ 7:00 pm

This is a list of regular monthly scheduled meetings on the second Wednesday of each month, except for the year-end meeting.

Resolution No. 13, 2026: To Set Planning Board meetings
RESOLVED: Meeting dates set as follows:
PLANNING BOARD MEETINGS FOR THE YEAR 2026

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

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 via town website. All meetings start at 7:00 pm and will be held at the Town Hall.

Resolution No. 14, 2026: 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, and Deputy Town Clerk
- Quarterly: Planning Board
- Annually: Registrar of Vital Statistics & Deputy Town Supervisor.
- Per Meeting: Zoning Board of Appeals

Resolution No. 15, 2026: Approval of Procurement Policy

RESOLVED: The Town Board of the Town of Pavilion, Genesee County, NY has reviewed and approves the procurement policy as is for 2026.

Resolution No. 16, 2026: 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, 2026: 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, 2026: Approve appointment for 2026

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2026:

- *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 \$200.00 per hour.
- *MRB as Town Engineers
- *To retain Robert Zickl as Town Traffic Prosecutor rate of \$600.00/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 Stafford for court clerk and duties subject to the control of the Town Justices
- *To retain Jeslene Beach as Planning Board and Zoning 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 Stacy Halsted as Sewer Bill Clerk

- *To retain Stacy Halsted as Registrar of Vital Statistics
- *To retain Robert LaPoint as Zoning and Code Enforcement officials, also Flood Plan Manager & Fire Inspectors.
- * To retain Town of Batavia Assessment Services
- * Appoint Ethan Tillotson as Zoning Board member term to expire 2026, Jon Sardina as Chairman of Zoning Board Term to expire 2026, and Donald Oberlin as zoning board member term expire 2027
- * Appoint Chairman of Planning Board as Andres Monamon term exp, 2027, Planning board members Jon Tillotson Term to expire 2032, & Bryan Smart term to exp 2031
- * Appoint Bob Mattice as interim judge term exp 2026

Resolution No. 19, 2026: Official Undertaking

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

Resolution No. 20, 2026: 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, 2026: Pay Highway Superintendent Health Insurance

RESOLVED: To pay James Cleveland Highway Superintendent health insurance for 2026 in the amount of \$1,772.86/month.

Resolution No. 22, 2026: Set wages for 2026

RESOLVED: That the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2026:

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 (\$400 towards admin)
- Town Justice #2 \$ 8980/yr
- Hwy. Superintendent \$79,000/yr
- Town Clerk \$19,055/yr

Set wages for appointed officials as follows:

- Budget Director 5,000/year
- Deputy Town Supervisor 500/year
- Clerk to Supervisor 25.00/hr
- Deputy Town Clerk 20.00/hr
- Registrar Vital Statistics 500/year
- Tax Collector 2600/year

Assessor	Contract with Batavia
Personnel Services	5500/yr
Sewer Bill Collector	2,800/year
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	\$24/hr
Deputy Highway Superintendent	Per union contract
Hourly P/T Highway MEO	\$27/hour
MEO Highway	Per union contract
P/T Laborer	\$16.00/hr
Refuse worker	22.50/hr
BAR-Chairman	65.00
BAR Member	50.00
Planning Chairman	600.00/yr
Planning Member	400.00/yr
Planning Board Secretary	\$50.00/per meeting
Zoning – Chairman	40//mtg.
Zoning Member	35//mtg.

Resolution No. 23, 2026: 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	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Aye

Supervisor Thater made a motion at 7:17 PM to adjourn meeting seconded by Councilperson Savidge. Voting all ayes.

Respectfully submitted,

Stacy Halsted/ Town Clerk