

**TOWN OF PAVILION**  
**REGULAR MEETING MINUTES**

**November 5, 2025**

**7:00PM**

The Town Board of the Town of Pavilion held the Regular Board meeting on November 5th, 2025 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm:

Supervisor James Thater-Present  
Councilperson John Rudgers- Present  
Councilperson Donald Oberlin-Present  
Councilperson Dean Davis-Absent  
Councilperson Kennth Steinmetz-Present

Others: Stacy Halsted, James Cleveland, Lee Brooks, Sharon Fuerett, Scot Savidge

Following pledge to the Flag, Supervisor Thater opened the meeting at 7:00 PM.

At 7:02 PM Supervisor Thater made a motion to open Public Hearing regarding the proposed 2026 Preliminary Budget, seconded by Councilperson Steinmetz.

At 7:27 PM Councilperson Rudgers offered a motion to close said Public Hearing, seconded by Councilperson Steinmetz.

**REPORTS:**

Highway James Cleveland:

- Road stripping done, strategic decisions made what roads fog lines were placed
- Salting building project wrapping up
- 800 tons of salt was ordered and delivered
- Roadside mowing complete
- UV Project: monitoring progress (project on track)-electrical work being done
- Auction on surplus updates: Freightliner sold for \$31,100, Pick up sold for \$37,500, and Sander/Hopper sold for \$2,500. Payment to Come in upcoming weeks

Highway John Rudgers:

- No Report

Sewer Donald Oberlin:

- No Report

Code Enforcement-Kenneth Steinmetz:

- No report

Water -Dean Davis (Absent)

- Per Supervisor Thater WD8: No Update,
- Per Supervisor Thater WD7: EFC Application Sent and waiting on permit

OLD BUSINESS:

- Town Court:
  - Voted on in Stafford, however Town Court agreement wordage being resolved with town's attorneys. 6-month agreement to start.
  - Tentative lineup of court clerk & retired sheriffs for security
  - Judge Dagan retiring at the end of year, Judge Mattice agreed if approved to hold interim judge position

Councilperson Steinmetz offered a motion, seconded by Councilperson Rudgers

**Resolution 62, 2025: To Authorize Supervisor Thater to sign contractual court agreement between Town of Stafford and Town of Pavilion**

RESOLVED:

Approved by unanimous vote (4-0). Voting was as follows:

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

- Website Agreement

Councilperson Rudgers offered a motion, seconded by Councilperson Steinmetz

**Resolution 63: To Authorize Supervisor Thater to sign Website Design Agreement with Seth Graham Computers & Design**

Website Design Agreement 25 This Agreement is made and entered into this 5th day of November 2025 and between: Designer: Seth Graham Seth Graham Computers & Design ("Designer") and Client: Town of Pavilion, New York ("Client")

1. Project Overview Designer agrees to design and develop a website for the Town of Pavilion, New York, using the WordPress content management system. The website will be hosted on the Designer's hosting platform, with the Client's government-provided .gov domain name pointed to that hosting environment.

2. Fees and Payment Design & Development Fee: \$1,400.00 (one-time project fee) o Due 50% upon project start and 50% upon completion and launch, unless otherwise agreed. Hosting Fee: \$225.00 per year (recurring annually, subject to change with 30 days' written notice). Maintenance: The Town of Pavilion will manage its own website. Ongoing maintenance by Designer, if requested, will be billed at \$50/hour. o Annual maintenance services (if later requested) are currently offered at \$1,200/year. Training: Designer will provide basic training to the designated staff member managing the website.

3. Content Responsibilities All text, photos, documents, and other materials for the website will be provided by the Town of Pavilion. The Designer is not responsible for the accuracy, legality, or appropriateness of content provided by the Client.

4. ADA Compliance Designer will make reasonable efforts to implement best practices for ADA (Americans with Disabilities Act) accessibility compliance, including use of alt tags, semantic structure, and accessible color contrast where possible. However, full ADA compliance cannot be guaranteed, as it is dependent on content, third-party tools, and ongoing updates made by the Client. The Designer shall not be held legally liable for any claims or damages arising from alleged ADA non-compliance.

5. Ownership and Intellectual Property Upon full payment, the Town of Pavilion shall own the website content and design as delivered. The Designer retains ownership of all underlying code, frameworks, or development tools used in the creation of the site unless otherwise agreed in writing. The Designer reserves the right to display the completed website as part of their portfolio and marketing materials.

6. Limitation of Liability The Designer shall not be liable for any indirect, incidental, consequential, or special damages arising out of the use or inability to use the website or hosting services. In no event shall the Designer's total liability exceed the total amount paid by the Client under this Agreement.

7. Hosting and Domain The Town of Pavilion's.gov domain is managed through the Federal government and will be directed to the Designer's hosting platform. The Designer will provide standard uptime and performance monitoring. The Client is responsible for renewal and compliance of the domain name through its issuing agency.

8. Termination Either party may terminate this Agreement upon written notice. In the event of termination, the Client agrees to pay for all completed work up to the termination date. No refunds will be issued for partially completed or already billed services.

9. Indemnification The Client agrees to indemnify and hold harmless the Designer from any and all claims, losses, liabilities, and expenses (including legal fees) arising from: Content provided by the Client; Use or misuse of the website; Claims of ADA or other legal non-compliance not directly caused by the Designer's negligence.

10. Entire Agreement This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions or agreements. Any amendments must be made in writing and signed by both parties.

11. Governing Law This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

**RESOLVED:**

Approved by unanimous vote (4-0). Voting was as follows:

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

NEW BUSINESS:

- Councilperson Steinmetz offered a motion, seconded by Councilperson Oberlin

**RESOLUTION 64, 2025: 2026 Approval of Official Undertaking Bond of Tax Collector**

**RESOLVED: APPROVAL OF OFFICIAL UNDERTAKING**

For Tax Collection Officer

**APPROVAL OF THE PAVILION TOWN BOARD**

We, the undersigned members of the Town Board of the Town of Pavilion, County of Genesee, State of New York, do hereby approve the attached undertaking or bond as to its form, manner of execution, amount and sufficiency thereof, and to the sureties named thereon, Said undertaking or bond shall be conditioned that the collector of taxes shall well and truly keep, pay over and account for all money and property coming into her/his hands as such collector. The Town

Tax Collector agrees to forward monies collected by the Tax Collector to the County of Genesee prior to reaching a balance of \$900,000.00.

RESOLVED:

Approved by unanimous vote (4-0). Voting was as follows:

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

- Councilperson Steinmetz offered a motion, seconded by Councilperson Oberlin

**RESOLUTION 65, 2025: Delinquent Sewer Accounts.**

**RESOLVED:** The Town Clerk has prepared a list of all property owners who owe the Town for sewer service as of September 30, 2025; and

**WHEREAS,** Section 198 (3) (d) of Town Law stipulates that such amounts owing shall be levied against the property to which the service is rendered.

**NOW, THEREFORE, BE IT RESOLVED,** that the attached list in the amount of **\$16,008.44**

or as it may be amended before final submission to the Genesee County Treasurer, be and is hereby approved for levying against the individuals 2026 tax warrant.

RESOLVED:

Approved by unanimous vote (4-0). Voting was as follows:

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

- Supervisor Thater offered a motion, seconded by Councilperson Oberlin

**RESOLUTION 66, 2025: Appoint 2026 County Tax Collector**

**RESOLVED** Appoint Stacy Halsted as 2026 County Tax collector

Approved by unanimous vote (4-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Aye

Councilperson Donald Oberlin      Aye  
Councilperson Dean Davis            Absent  
Councilperson Kenneth Steinmetz    Aye

- Councilperson Steinmetz offered a motion, seconded by Councilperson Oberlin

**RESOLUTION 67, 2025: Town of York water debt service charge.**

**RESOLVED:** Add Town of York water debt service to 2026 county tax bill for property owner Gary & Joanne Graham tax map 11.-1-23 and Gary & Sharon Swede tax map 17.-1-16-21 in the amount of \$464.16 each.

Approved by unanimous vote (4-0). Voting was as follows:

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

- Councilperson Steinmetz offered a motion, seconded by Councilperson Rudgers

**RESOLUTION 68, 2025: Town of Bethany water debt service charge.**

**RESOLVED:** Add Town of Bethany water debt service to 2026 county tax bill for property owner Faye Howell tax map 1.-1-2.11 in the amount of \$663.00.

Approved by unanimous vote (4-0). Voting was as follows:

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

- Councilperson Steinmetz offered a motion, seconded by Councilperson Oberlin

**RESOLUTION 69, 2025: Adopt preliminary budget as final budget for 2026**

WHEREAS, the Pavilion Town Board has held a Public Hearing on November 5, 2025 on the Preliminary budget for the fiscal year beginning January 01, 2026 to hear all persons present for or against any item contained in the Preliminary Budget. Be it hereby.

RESOLVED that the Town Board hereby adopt the Preliminary budget as the Final budget for the fiscal year beginning January 01, 2026.

Total budget \$2,192, 304.00

Approved by unanimous vote (4-0). Voting was as follows:

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

Information:

- Christmas in the Park: December 6<sup>th</sup>: Santa @ 3, Caroling @ 4, Tree Lighting to Follow

Approvals:

- Councilperson Oberlin offered a motion, seconded by Councilperson Rudgers

Approve October 2025 Regular meeting minutes.

RESOLVED: October 2025 Regular Meeting minutes approved

Approved by unanimous vote (4-0). Voting was as follows:

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

- Councilperson Steinmetz offered a motion, seconded by Councilperson Rudgers

Authorization for clerk to draw a warrant on the supervisor to pay bills and to approve the October 2025 operating statement, bank reconciliation & clerk report.

General \$ 30,851.71

Sewer: \$ 86,942.62

Highway: \$ 17,305.08

Water \$ 1,259.42

Capital: \$ 343,345.20

Approved by unanimous vote (4-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Aye

Councilperson Donald Oberlin	Aye
Councilperson Dean Davis	Absent
Councilperson Kenneth Steinmetz	Aye

Supervisor Thater made a motion at 7:34 PM to adjourn the meeting seconded by Councilperson Steinmetz. Approved by unanimous vote (4-0). Voting all ayes.

Respectfully submitted,

Stacy Halsted

Town Clerk