

ORGANIZATIONAL MEETING

**Town of Genesee
Little Genesee, NY 14754
January 16, 2018**

ATTENDANCE: Supervisor Alexander Smith, Councilmen Joshua Bluhm, Alyn Holcomb, Howard Cornwall and Michael Cannon; Town Clerk Bonita Brunner, Highway Superintendent Ben Reynolds

Town Residents: Peggy Cowell, Legislator William Dibble, Kayla Bluhm, Jonathan Barnes, Kay Reynolds

This meeting was brought to order by Supervisor Smith at 7 p.m. with the Pledge to the American Flag.

The following information was presented to the Board Members for their approval:

OATH OF OFFICES

The Town Clerk gave Oath of Offices to the following individuals:

TOWN COUNCILMAN	Michael Cannon
TOWN COUNCILMAN	Joshua Bluhm

Oaths for Town Supervisor Alexander Smith had previously been taken on December 14, 2017 and the Clerk will give the Oath of Office to Assessor Amy Mathes on Wednesday, January 17, 2018.

SALARIES & WAGES FOR ELECTED OFFICIALS:

SUPERVISOR:	\$ 4,000.00 Yearly
COUNCIL PERSONS	\$ 5,500.00 Yearly (4 people)
Deputy Supervisor	\$ 1,750.00 (Includes \$500 for Deputy duties)
Council Persons, 3 each	\$ 1,250.00
TOWN JUSTICE	\$ 5,000.00 Yearly
ASSESSORS:	
Lead Assessor	\$ 3,740.00 Yearly
2 nd Assessor	\$ 3,228.00 Yearly
3 rd Assessor	\$ 3,228.00 Yearly
TOWN CLERK/TAX COLLECTOR/ VITAL STATISTICS REGISTRAR	\$12,800.00 Yearly
Clerk	\$ 9,200.00
Collector	\$ 3,000.00
Registrar	\$ 600.00
Deputy Registrar	Minimum Hourly Rate
HIGHWAY SUPERINTENDENT	\$40,000.00 Yearly

HIGHWAY CREW

Clyde Youngs Jr. (Dep. Superintendent)	\$ 18.63 per hour
John Wedge	\$ 18.53 per hour
Edward Slocum	\$ 18.53 per hour
Gregory Zegers	\$ 18.53 per hour
(or as current Union Contract specifies)	

APPOINTMENTS

DEPUTY SUPERVISOR	Joshua Bluhm
DEPUTY TOWN CLERK	Nancy Raymond
DEPUTY TOWN REGISTRAR	Nada Lawton
DOG CONTROL OFFICER	*Vacant
COURT OFFICER	Erica Kreamer
LEAD ASSESSOR	Carol Palidar
CODE ENFORCEMENT OFCR	*Vacant
ELECTION CUSTODIAN	Town Clerk
TOWN HISTORIAN	Jean Milliman
BUDGET OFFICER	Town Supervisor
CEMETERY CUSTODIAN	Scott Fuller
IT ADMINISTRATOR	Joshua Bluhm
ACCOUNTANTS	Berry & Berry (Payroll, Budgeting, Auditing)
ASSESSMENT REVIEW BOARD	Michael Faulkner
	Paul Majot
	Michael Schwabenbauer

*These two appointments were tabled as there are more than one individual interested in the positions. After review, appointments will be made at the February 2018 meeting.

DESIGNATIONS

OFFICIAL NEWSPAPER	Olean Times Herald
DEPOSITORS	Community Bank
	Steuben Trust - Tax Collections
MILEAGE RATE	54.5 cents per mile
REGULAR BOARD MEETINGS	3 rd Tues, 7 p.m.
UTILITY PAYMENTS	RG&E-Electric
	National Fuel-Gas
	Verizon-Town Barns Telephone/Internet
	SoundCurve-Town Hall Telephone/Internet
TOWN ATTORNEY	David Brautigam
	David Pullen
COURT NIGHT and SMALL CLAIMS	Thurs, 3-5:30 pm
ASSESSOR HOURS	Wed 4 – 6 p.m.
FIRE DISTRICTS	Bolivar
	Portville

COMMERCIAL STRUCTURES OF ALL TYPES

Minimum fee of \$150.00 up to 1,000 sq feet plus \$.30 per ft on areas over 1,000 sq feet.

Maximum fee \$500.00

DOG LICENSES

Unspayed/Unneutered Dog	\$19.00 per year
Spayed/Neutered Dog	\$11.00 per year
Purebred License (1-10 dogs)	\$50.00 per year
Purebred License (11-25 dogs)	\$75.00 per year
Purebred License (26+ dogs)	\$100.00 per year

CLERK'S FEES

Certified Copies	\$10.00 each
Machine Copies	\$.25 per page
Fax Sent	\$1.00 each

COMMITTEE ASSIGNMENTS

Buildings & Repairs	Holcomb and Cannon
Highway Department	Holcomb and Bluhm
Park	Cannon and Cornwall
Cemeteries	Holcomb and Cornwall
Grants	Smith and Cornwall
Code Enforcement	Cannon and Holcomb
Audit Committee	Holcomb and Cannon

REVIEW OF PROCUREMENT POLICY

REVIEW OF CODE OF ETHICS

REVIEW OF WORKPLACE VIOLENCE PREVENTION PROGRAM

REVIEW OF PAYROLL POLICY FOR EMPLOYEES

These policies were all reviewed and the Board made no changes for the year 2018.

Motion made by CP Holcomb, 2nd by CP Cornwall to adjourn the Organizational Meeting. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Bonita Brunner
Town Clerk

Dated: January 22, 2018

