

## ORGANIZATIONAL MEETING

**Town of Genesee**  
**Little Genesee, NY 14754**  
**January 15, 2019**

**ATTENDANCE:** Supervisor Alexander Smith, Councilmen Joshua Bluhm, Howard Cornwall and Michael Cannon; Town Clerk Bonita Brunner, Highway Superintendent Ben Reynolds; Code Enforcement Officer Jonathon Barnes

Absent: Councilman Alyn Holcomb

Town Residents: Peggy Cowell

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:**

### SALARIES & WAGES FOR ELECTED OFFICIALS:

<b>SUPERVISOR:</b>	\$ 4,000.00 Yearly
<b>COUNCIL PERSONS</b>	\$ 5,500.00 Yearly (4 people)
Deputy Supervisor	\$ 1,750.00 (Includes \$500 for Deputy duties)
Council Persons, 3 each	\$ 1,250.00
<b>TOWN JUSTICE</b>	\$ 5,000.00 Yearly
<b>ASSESSORS:</b>	
Lead Assessor	\$ 3,740.00 Yearly
2 <sup>nd</sup> Assessor	\$ 3,228.00 Yearly
3 <sup>rd</sup> Assessor	\$ 3,228.00 Yearly
<b>TOWN CLERK/TAX COLLECTOR/ VITAL STATISTICS REGISTRAR</b>	\$12,800.00 Yearly
Clerk	\$ 9,200.00
Collector	\$ 3,000.00
Registrar	\$ 600.00
Deputy Town Clerk	Minimum Hourly Rate
Deputy Registrar	Minimum Hourly Rate
<b>HIGHWAY SUPERINTENDENT</b>	\$41,000.00 Yearly
<b>HIGHWAY CREW</b>	
Clyde Youngs Jr. (Dep. Superintendent)	\$ 18.98 per hour
John Wedge	\$ 18.88 per hour
Edward Slocum	\$ 18.88 per hour
Gregory Zegers	\$ 18.88 per hour

## APPOINTMENTS

DEPUTY SUPERVISOR	Joshua Bluhm
DEPUTY TOWN CLERK	Vacant
DEPUTY TOWN REGISTRAR	Nada Lawton
DOG CONTROL OFFICER	Gary Wagner
COURT OFFICER	Benjamin Ellis
LEAD ASSESSOR	Carol Palidar *
CODE ENFORCEMENT OFCR	Jonathan Barnes
ELECTION CUSTODIAN	Town Clerk
TOWN HISTORIAN	Jean Milliman
BUDGET OFFICER	Town Supervisor
CEMETERY CUSTODIAN	Scott Fuller
IT ADMINISTRATOR	Joshua Bluhm
ACCOUNTANTS	Berry & Berry
ASSESSMENT REVIEW BOARD	Michael Faulkner
	Paul Majot
	Michael Schwabenbauer

**\*Supervisor Smith will verify with Ms. Palidar that she is still interested in this appointment. She provided no formal request prior to the Organizational Meeting.**

## DESIGNATIONS

OFFICIAL NEWSPAPER	Olean Times Herald
DEPOSITORS	Community Bank
	Steuben Trust - Tax Collections
MILEAGE RATE	<b>58 cents per mile</b>
REGULAR BOARD MEETINGS	3 <sup>rd</sup> Tues, 7 p.m.
UTILITY PAYMENTS	RG&E-Electric & Street Lighting
	National Fuel-Gas
	Verizon-Town Barns Telephone/Internet
	SoundCurve-Town Hall Telephone
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
GENESEE LIBRARY	\$6,000 due March 1
HISTORICAL SOCIETY	\$1,000 due March 1
PETTY CASH FUND	
Justice	\$100 w/monthly report
Town Clerk	\$100 w/monthly report
Tax Collector	\$200

**REVIEW OF FEES**

**CEMETERY SERVICES**

Cemetery Lots \$500.00 each \_\_\_\_\_

Payable to Town by Funeral Director

Grave opening regular \$500.00 \_\_\_\_\_  
Cremation Opening \$300.00 \_\_\_\_\_  
Infant grave Opening \$200.00 \_\_\_\_\_  
Winter Opening Fee \$100.00 extra \_\_\_\_\_  
(Dec 1 – April 1)

Payable by Town to Cemetery Custodian

Grave Opening Regular \$400.00 \_\_\_\_\_  
Grave opening, Cremation \$200.00 \_\_\_\_\_  
Grave opening, Infant \$150.00 \_\_\_\_\_  
Winter Opening Fee \$100.00 extra \_\_\_\_\_  
(Dec 1 – April 1)  
General Labor \$ 15.00 hr. \_\_\_\_\_

**All Cemetery fees will remain the same for 2019.**

**BUILDING PERMIT FEES**

<u>TYPE OF STRUCTURE</u>	<u>FEE</u>	
ABOVE-GROUND POOL	\$10.00	_____
IN-GROUND POOL	\$25.00	_____
WOOD STOVE or CHIMNEY	\$10.00	_____
NON-RESIDENTIAL AGRICULTURAL (farm) STRUCTURES	\$10.00	_____
NON-COMMERCIAL STORAGE BUILDINGS less than 150 sq. feet	\$10.00	_____
RESIDENTIAL STORAGE BUILDINGS over 150 sq feet	\$50.00	_____
RESIDENTIAL PORCHES AND DECKS less than 100 sq. feet	\$10.00	_____
RESIDENTIAL PORCHES AND DECKS 200 sq feet or less	\$30.00	_____
RESIDENTIAL PORCHES AND DECKS 200 sq feet and up	\$50.00	_____
RESIDENTIAL GARAGES	\$50.00	_____
CHANGE OF OCCUPANCY RESIDENTIAL	\$10.00	_____
COMMERCIAL	\$25.00	_____

RESIDENTIAL STRUCTURES OF ALL TYPES INCLUDING ADDITIONS. ALSO MOBILE AND MODULAR HOMES.

Minimum fee \$100.00 up to 1,000 sq feet. Plus \$.30 per ft on areas over 1,000 sq feet.  
Maximum fee \$500.00 \_\_\_\_\_

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 \_\_\_\_\_

**Additional fees for All Other Building Permits, \$25.00, and Misc Inspection Reports \$25.00 was added to the above list. Code Enforcement Officer Barnes will review the above list and make recommendations for the February Board Meeting.**

**Discussion about the need for a Permit to be issued to any business that uses heavy equipment over Town roads. This could be simply a Hauling Permit being issued (with or without a fee) or asking the business to place a bond for any damages done to Town roads. The Board decided that more information would be necessary before formalizing this Permit.**

**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

**The following policies were reviewed by the Board and all approved with no changes.**

- REVIEW OF PROCUREMENT POLICY
- REVIEW OF CODE OF ETHICS
- REVIEW OF WORKPLACE VIOLENCE PREVENTION PROGRAM
- REVIEW OF PAYROLL POLICY FOR EMPLOYEES
- REVIEW OF SEXUAL HARASSMENT PREVENTION POLICY

**Motion made by CP Cannon, 2<sup>nd</sup> by CP Cornwall, to adjourn the Organizational Meeting.  
Meeting Adjourned at 7:50 p.m.**

Bonita Brunner  
Town Clerk  
Dated; January 17, 2019