

## **ORGANIZATIONAL MEETING**

**Town of Genesee  
Little Genesee, NY 14754  
January 21, 2020**

**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; Deputy Town Clerk Rhonda Faulkner

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.

### **OATHS OF OFFICE**

Alex Smith, Town Supervisor  
Bonita Brunner, Town Clerk/Tax Collector  
Robert Pritchard, Town Justice (done November 14, 2019)  
Benjamin Reynolds, Highway Superintendent  
Howard Cornwall, Councilman  
Alyn Holcomb, Councilman (done December 17, 2019)  
Carol Palidar, Head Assessor (done January 22, 2020)  
Karen Reynolds, Assessor (done January 22, 2020)  
Rhonda Faulkner, Deputy Clerk/Tax Collector

### **SALARIES & WAGES FOR ELECTED OFFICIALS:**

|   |  |
|---|--|
| <b>SUPERVISOR:</b>  | \$ 4,000.00 Yearly                             |
| <b>COUNCIL PERSONS</b>  | \$ 5,200.00 Yearly (4 people)                  |
| Deputy Supervisor   | \$ 1,450.00 (Includes \$200 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/<br/>VITAL STATISTICS REGISTRAR</b> | \$13,800.00 Yearly                             |
| Clerk   | \$ 9,950.00                                    |
| Collector   | \$ 3,250.00                                    |
| Registrar   | \$ 600.00                                      |

Deputy Town Clerk \$ 12.00 Hourly Rate  
Deputy Registrar \$ 12.00 Hourly Rate

**HIGHWAY SUPERINTENDENT** \$41,500.00 Yearly

**HIGHWAY CREW**

Clyde Youngs Jr. (Dep. Superintendent) \$ 19.33 per hour  
John Wedge \$ 19.23 per hour  
Edward Slocum \$ 19.23 per hour  
Gregory Zegers \$ 19.23 per hour

**APPOINTMENTS**

|                         |   |
|-------------------------|---|
| DEPUTY SUPERVISOR       | Joshua Bluhm  |
| DEPUTY TOWN CLERK       | Rhonda Faulkner   |
| DEPUTY TOWN REGISTRAR   | Rhonda Faulkner   |
| DOG CONTROL OFFICER     | Gary Wagner   |
| COURT OFFICER           | Erica Kreamer   |
| 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<br>Paul Majot<br>Michael Schwabenbauer |

**DESIGNATIONS**

|                                 |   |
|---------------------------------|---|
| OFFICIAL NEWSPAPER              | Olean Times Herald  |
| DEPOSITORS                      | Community Bank<br>Steuben Trust - Tax Collections   |
| MILEAGE RATE                    | \$.575 cents per mile   |
| REGULAR BOARD MEETINGS          | 3 <sup>rd</sup> Tues, 7 p.m.  |
| UTILITY PAYMENTS                | RG&E-Electric & Street Lighting<br>National Fuel-Gas<br>Verizon-Town Barns Telephone/Internet<br>SoundCurve-Town Hall Telephone |
| TOWN ATTORNEY                   | David Brautigam<br>David Pullen   |
| COURT NIGHT and<br>SMALL CLAIMS | Thurs, 3-5:30 pm  |
| ASSESSOR HOURS                  | Wed 4 – 6 p.m.  |



|                        |         |
|------------------------|---------|
| DEMOLITION PERMITS     | \$25.00 |
| ALL OTHER MISC PERMITS | \$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 \_\_\_\_\_

**Discussion about the above-listed fees. It was decided to remove the Non-Residential Agricultural (farm) Structures fee as these are farm-related buildings and are not covered by our Code Enforcement Officer. He also recommended that the Change of Occupancy Residential/Commercial fee be changed to \$25.00 for both residential and commercial properties.**

**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
- REVIEW OF SEXUAL HARASSMENT PREVENTION POLICY

**Motion made by CP Cannon, 2<sup>nd</sup> by CP Bluhm, to adjourn the Organizational Meeting.  
Meeting Adjourned at 7:25 p.m.**

Bonita Brunner  
Town Clerk  
Dated; January 22, 2020