

## 2022 ORGANIZATIONAL MEETING

**Town of Genesee**  
**Little Genesee, NY 14754**  
**January 18, 2022**

**ATTENDANCE:** Supervisor Alexander Smith, Councilmen Joshua Bluhm and Loren E. Miller, Highway Superintendent Ben Reynolds; Town Clerk Bonita Brunner , Deputy Town Clerk Rhonda Faulkner

Absent: Councilman Alyn Holcomb

Town Residents: Peggy Cowell, William Haynes, William Dibble, Raeanne Smith, Regina Small, Samantha Small

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

### APPOINTMENT TO TOWN BOARD

A vacancy to the Town Board was created by the resignation of CP Cornwall in October 2021. A motion was made by CP Bluhm, 2<sup>nd</sup> by Loren Miller to appoint Ms. Colleen Estabrook to the Board to fill this vacancy through December 31, 2022. Ayes all. Motion carried and formal appointment to the Town Board was made.

### OATHS OF OFFICE

The Clerk administered the oath of office to both Joshua Bluhm and Colleen Estabrook. Clerk had previously given the oath of office to Supervisor Smith, CP Miller and Assessor Jill Roulo.

### 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/ VITAL STATISTICS REGISTRAR</b>	\$13,800.00 Yearly
Clerk	\$ 9,950.00
Collector	\$ 3,250.00
Registrar	\$ 600.00

Deputy Town Clerk \$ 13.20 Hourly Rate  
 Deputy Registrar \$ 13.20 Hourly Rate

**HIGHWAY SUPERINTENDENT** \$43,500.00 Yearly

**HIGHWAY CREW**

Clyde Youngs Jr. (Dep. Superintendent) \$ 20.43 per hour  
 John Wedge \$ 20.33 per hour  
 Gregory Zegers \$ 20.33 per hour  
 Kirk Cox \$ 19.33 per hour (1/1 – 10/4/2022)  
 \$ 19.83 per hour (10/5 - 12/31/2022)

**APPOINTMENTS**

DEPUTY SUPERVISOR	Alyn Holcomb
DEPUTY TOWN CLERK	Rhonda Faulkner
DEPUTY TOWN REGISTRAR	Rhonda Faulkner
DOG CONTROL OFFICER	Gary Wagner
COURT OFFICER	Erica Hauschka
LEAD ASSESSOR	Carol Palidar
CODE ENFORCEMENT OFCR	John Krist
ELECTION CUSTODIAN	Town Clerk
TOWN HISTORIAN	Vacant
BUDGET OFFICER	Town Supervisor
CEMETERY CUSTODIAN	Scott Fuller
IT ADMINISTRATOR	Alex Smith
ACCOUNTANTS	Berry & Berry
ASSESSMENT REVIEW BOARD	Michael Faulkner Paul Majot Michael Schwabenbauer

**DESIGNATIONS**

OFFICIAL NEWSPAPER	Olean Times Herald
DEPOSITORS	Community Bank
MILEAGE RATE	\$.585 cents per mile
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	Eric Firkel
COURT NIGHT and SMALL CLAIMS	Thurs, 4-5:30 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 (Dec 1 – April 1)	\$100.00 extra

Payable by Town to Cemetery Custodian

Grave Opening Regular	\$400.00
Grave opening, Cremation	\$200.00
Grave opening, Infant	\$150.00
Winter Opening Fee (Dec 1 – April 1)	\$100.00 extra
General Labor	\$ 25.00 hr.

**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-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	\$25.00
MISC INSPECTION REPORTS	\$25.00
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 \_\_\_\_\_

**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 Smith
Highway Department	Holcomb and Miller
Park	Miller and Estabrook
Cemeteries	Holcomb and Estabrook
Grants	Smith and Estabrook
Code Enforcement	Miller and Holcomb
Audit Committee	Holcomb and Estabrook

CP Bluhm made a motion that all appointments, designations and committee assignments be accepted, 2<sup>nd</sup> by CP Miller. Ayes all. Motion approved.

- 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 Supervisor Smith, 2<sup>nd</sup> by CP Miller, to adjourn the Organizational Meeting. Ayes, all. Motion carried.

Bonita Brunner  
Town Clerk  
Dated; January 19, 2022