

2023 ORGANIZATIONAL MEETING

**Town of Genesee
Little Genesee, NY 14754
February 21, 2023**

ATTENDANCE: Supervisor Alexander Smith, Councilmen Loren E. Miller, Councilperson Colleen Estabrook; Town Clerk Rhonda Faulkner, Deputy Town Clerk Bonita Brunner, Assessor Carol Palidar, Dog Control Officer Gary Wagner
Absent: Councilman Alyn Holcomb

Town Residents: Peggy Cowell, John Wilber

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

OATHS OF OFFICE

The Clerk administered the oath of office to Councilperson Colleen Estabrook.

SALARIES & WAGES FOR ELECTED OFFICIALS:

SUPERVISOR:	\$ 4,000.00 Yearly
COUNCIL PERSONS	\$ 5,200.00 Yearly (4 people)
Deputy Supervisor	\$ 1,450.00 (Includes \$200 for Deputy duties)
Council Persons, 3 each	\$ 1,250.00
TOWN JUSTICE	\$ 5,000.00 Yearly
ASSESSORS:	
Lead Assessor	\$ 3,900.00 Yearly
2 nd Assessor	\$ 3,390.00 Yearly
3 rd Assessor	\$ 3,390.00 Yearly
TOWN CLERK/TAX COLLECTOR/ VITAL STATISTICS REGISTRAR	\$ 15,125.00 Yearly
Clerk	\$ 10,950.00
Collector	\$ 3,575.00
Registrar	\$ 600.00
Deputy Town Clerk	\$ 14.20 Hourly Rate
Deputy Registrar	\$ 14.20 Hourly Rate
HIGHWAY SUPERINTENDENT	\$ 46,762.00 Yearly

HIGHWAY CREW

Clyde Youngs Jr. (Dep. Superintendent)	\$ 20.98 per hour
Gregory Zegers	\$ 20.88 per hour
Kirk Cox	\$ 20.88 per hour
Todd Prescott	\$ 19.88 per hour

APPOINTMENTS

DEPUTY SUPERVISOR	Loren Miller
DEPUTY TOWN CLERK	Bonita Brunner
DEPUTY TOWN REGISTRAR	Bonita Brunner
DOG CONTROL OFFICER	Gary Wagner
COURT OFFICER	Erica Hauschka
LEAD ASSESSOR	Carol Palidar
CODE ENFORCEMENT	MACE Contract
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	\$.655 cents per mile
REGULAR BOARD MEETINGS	3 rd 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 \$650.00
Cremation Opening \$300.00
Infant grave Opening \$200.00
Winter Opening Fee \$100.00 extra
(Nov 1 – April 1)

Payable by Town to Cemetery Custodian

Grave Opening Regular \$550.00
Grave opening, Cremation \$200.00
Grave opening, Infant \$150.00
Winter Opening Fee \$100.00 extra
(Nov 1 – April 1)
Manual Labor \$ 50.00 hr.
Equipment + Operator Fee \$ 150.00 hr.

BUILDING PERMIT FEES

To be set, collected and retained by MACE per contract

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 Miller made a motion that all appointments, designations and committee assignments be accepted, 2nd by CP Estabrook. 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

CP Miller made a motion to adjourn the 2023 Organizational Meeting, 2nd by CP Estabrook. . Ayes, all. Motion carried.

Rhonda Faulkner
Town Clerk
Dated; March 1, 2023