

2024 ORGANIZATIONAL MEETING

Town of Genesee
Little Genesee, NY 14754
January 16, 2024

ATTENDANCE: Supervisor Alexander Smith, Councilman Loren Miller, Councilperson Colleen Estabrook; Town Councilperson Jodie Adams; Town Clerk Rhonda Faulkner, Deputy Town Clerk Bonita Brunner, Highway Superintendent Benjamin Reynolds

Absent: Councilman Alyn Holcomb

Town Residents: Peggy Cowell

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

OATHS OF OFFICE

The Clerk previously administered the oath of office to the following:

- Town Supervisor Alexander Smith
- Town Justice Robert Pritchard
- Town Clerk/Tax Collector Rhonda Faulkner
- Town Councilperson Jodie Adams
- Town Councilperson Alyn Holcomb
- Town Councilperson Colleen Estabrook
- Highway Superintendent Benjamin Reynolds
- Deputy Clerk/Tax Collector Bonita Brunner

To be completed as soon as possible:

- Lead Assessor Carol Palidar
- Assessor Karen Reynolds

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	\$ 17,175.00 Yearly
Clerk	\$ 13,000.00
Collector	\$ 3,575.00
Registrar	\$ 600.00
Deputy Town Clerk	\$ 15.00 Hourly Rate
Deputy Registrar	\$ 15.00 Hourly Rate

HIGHWAY SUPERINTENDENT \$ 48,000.00 Yearly

HIGHWAY CREW (pending approval of Union Contract)

Clyde Youngs Jr. (Dep. Superintendent)	\$ 23.25 per hour
Gregory Zegers	\$ 23.25 per hour
Kirk Cox	\$ 23.25 per hour
Daniel Lockwood	\$ 22.25 per hour

(An additional \$1.00 per hour will be added if employee obtains a Class A CDL)

APPOINTMENTS

DEPUTY SUPERVISOR	Loren Miller
DEPUTY TOWN CLERK	Bonita Brunner
DEPUTY TOWN REGISTRAR	Bonita Brunner
DOG CONTROL OFFICER	Vacant
COURT OFFICER	Loren Miller
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
	Vacant
	Michael Schwabenbauer

DESIGNATIONS

OFFICIAL NEWSPAPER	Olean Times Herald
DEPOSITORS	Community Bank
MILEAGE RATE	\$.67 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
	Spectrum / Armstrong
TOWN ATTORNEY	Eric Firkel

COURT NIGHT and SMALL CLAIMS	Thurs, 5 pm to ?
DA COURT NIGHT	3 rd Thurs each mo, 4 pm to ?
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	Adams and Miller
Cemeteries	Holcomb and Estabrook
Grants	Smith and Adams
Code Enforcement	Miller and Holcomb
Audit Committee	Estabrook

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

- 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
- REVIEW OF PANDEMIC PREPAREDNESS PLAN
- REVIEW OF DRUG AND ALCOHOL ABUSE POLICY

CP Miller made a motion to adjourn the 2024 Organizational Meeting, 2nd by CP Estabrook. Ayes all. Motion carried.

Bonita Brunner
Deputy Town Clerk
February 17, 2024