

2025 ORGANIZATIONAL MEETING

Town of Genesee
Little Genesee, NY 14754
February 18, 2025

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

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 Councilperson Colleen Estabrook
Deputy Clerk/Tax Collector Bonita Brunner

To be completed as soon as possible:

Dog Control Officer Dennis Peters

SALARIES & WAGES FOR ELECTED OFFICIALS:

SUPERVISOR:	\$ 6,000.00 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	\$ 7,500.00 Yearly
ASSESSORS:	
Lead Assessor	\$ 3,970.00 Yearly
2 nd Assessor	\$ 3,450.00 Yearly
3 rd Assessor	\$ 3,450.00 Yearly
TOWN CLERK/TAX COLLECTOR/ VITAL STATISTICS REGISTRAR	\$ 20,175.00 Yearly
Clerk	\$ 16,000.00
Collector	\$ 3,575.00
Registrar	\$ 600.00
Deputy Town Clerk	\$ 15.50 Hourly Rate
Deputy Registrar	\$ 15.50 Hourly Rate

HIGHWAY SUPERINTENDENT \$ 50,000.00 Yearly

HIGHWAY CREW

Gregory Zegers (Dep Superintendent) \$ 25.25 per hour
Kirk Cox \$ 25.00 per hour
Daniel Lockwood \$ 24.50 per hour
Lee Hubbard (1/1 – 7/11/2025) \$ 25.00 per hour
(7/12 – 12/31/2025) \$ 25.50 per hour
(An additional \$1.00 per hour will be added if employee has a Class A CDL)

APPOINTMENTS

DEPUTY SUPERVISOR Loren Miller
DEPUTY TOWN CLERK Bonita Brunner
DEPUTY TOWN REGISTRAR Bonita Brunner
DOG CONTROL OFFICER Dennis Peters
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 Vacant
Paul Majot
Michael Schwabenbauer

DESIGNATIONS

OFFICIAL NEWSPAPER Olean Times Herald
DEPOSITORS Community Bank
MILEAGE RATE \$.70 cents per mile
REGULAR BOARD MEETINGS 3rd Tues, 7 p.m.
UTILITY PAYMENTS RG&E-Electric & Street Lighting
National Fuel-Gas
Armstrong-Town Barns Telephone/Internet
Armstrong- Town Hall Telephone/Internet
TOWN ATTORNEY Eric Firkel
COURT NIGHT and Thurs, 5 pm to ?
SMALL CLAIMS
DA COURT NIGHT 3rd 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 (Nov 1 – April 1)	\$100.00 extra

Payable by Town to Cemetery Custodian

Grave Opening Regular	\$550.00
Grave opening, Cremation	\$200.00
Grave opening, Infant	\$150.00
Winter Opening Fee (Nov 1 – April 1)	\$100.00 extra
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

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

Supervisor Smith suggested that the Town consider setting a policy for rules of conduct for public meetings. A suggested policy was given to the Board and request tabled to the March meeting to allow Board Members time to review and make any suggestions or additions.

CP Miller made a motion to adjourn the 2025 Organizational Meeting, 2nd by CP Adams. Ayes all. Motion carried.

Rhonda Faulkner
Town Clerk
February 19, 2025